

Community and Strategic Communications Assistant Job Description



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Job Title	Community and Strategic Communications Assistant
Position Summary	The Community and Strategic Communications Assistant will play a vital role in fostering meaningful connections between City High, its families, and the broader community. This position focuses on community outreach, creating partnerships with local organizations, and designing inclusive programming that supports student success and family engagement. The Assistant will also support strategic communications by managing social media content, performing website updates, and contributing to the school's recruitment efforts. With a focus on collaboration, this role works closely with Director of Enrollment and Strategic Communications to enhance outreach and recruitment strategies, promote in-house events and strengthen external relationships.
Qualifications	Bachelor's degree in Communications, Marketing, Education, Community Engagement, or a related field preferred. 1-3 years of experience in community outreach, communications, or event coordination is highly desirable. Additional qualifications noted below.
Essential Job Functions	See below.
Reports to	Director of Enrollment and Strategic Communications
Salary Range	Hiring salary range: \$36,000 to \$43,000; Negotiable based on experience. In addition, City High provides a generous benefits package including health insurance, paid time off, an attendance monetary incentive, a transportation stipend, a 401k retirement program (with matching contributions) and a 4-day school schedule that includes most Mondays off (three per month).

Essential Functions:

1. Community Outreach:

- a. Partnerships & Programming:
 - i. Identify and connect with local youth-serving organizations, community groups, and other key resources in neighborhoods where students reside.
 - ii. Collaborate with school staff, including the Federal Programs Coordinator, Activities Manager, and Director of Enrollment, to create outreach strategies and connect students with community events
 - iii. Design activities related to celebratory months and facilitate student participation with grade-level teams
 - iv. Provide support to senior-level students and Grad Project teachers on community-involved projects.
- b. Outreach & Communication with Families:
 - i. Develop inclusive outreach efforts to engage underrepresented families and communities.
 - ii. Create systems to gather feedback from families and community members, integrating their input into school initiatives.
 - iii. Share community opportunities, resources, and engagement impacts through various communication channels (newsletters, social media, email).

2. Strategic Communications Support

- a. Social Media & Website Support
 - i. Provide engaging social media content for City High's platforms, promoting in-house activities and events and
 - ii. Coordinate the Friends & Family Facebook page to keep the City High community informed and connected.
 - iii. Perform basic updates to the school's website to ensure timely and accurate information.
 - iv. Basic graphic design duties as necessary
- b. Recruitment & Event Support
 - i. Assist with email and phone follow-up for prospective students, helping to guide them through the enrollment process.
 - ii. Support recruitment events such as Open Houses and Orientations by coordinating materials, communication, and logistics.

Skills and Qualifications:

The ideal candidate will have a bachelor's degree in Communications, Marketing, Education, Community Engagement, or a related field, with 1-3 years of experience in community outreach, communications, or event coordination. They should possess strong interpersonal and communication skills, with the ability to engage diverse audiences, including students, families, and community members. Proficiency in social media platforms, content creation tools such as Canva, and familiarity with creating video content is essential. Basic knowledge of HTML or website management systems is a plus. The candidate must be highly organized, detail-oriented, and capable of managing multiple projects and deadlines. A demonstrated commitment to equity, inclusion, and cultural responsiveness in working with underrepresented communities is critical. Availability for occasional evening and weekend events and a passion for collaboration in a student-centered environment are also required.