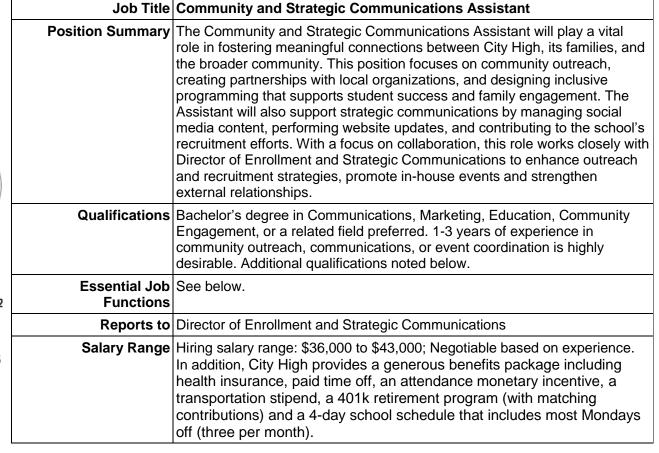
Community and Strategic Communications Assistant Job Description



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.
 - 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).



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2. Strategic Communications Support

- a. Social Media & Website Support
 - i. Provide engaging social media content for City High's platforms, promoting inhouse 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.