



WICHITA COLLEGIATE SCHOOL

Wichita Collegiate School Opportunity Profile

Wichita, Kansas

Marketing and Communications Coordinator

Department: Advancement Department

Position Commences: June 1, 2021

At Wichita Collegiate School (WCS), our Faculty and Staff are committed educators who are experts in their fields and passionate about the growth and learning of young people. Employees are encouraged to push each other to elevate the expectations and achievements for all. WCS is a place that values the whole child and supports the unique needs that students bring with them as they enhance our school community. Employees at WCS value differences, and are expected to foster opportunities for conversation, acceptance, and celebration of diverse cultures, belief systems, and backgrounds. These approaches aim to create an inclusive community of learners who provide the necessary support for all to experience and celebrate diversity together.

Why Collegiate?

Wichita Collegiate School's faculty and staff make up a supportive and diverse community of colleagues who are experts in their fields and dedicated to lifelong learning. All faculty are engaged in professional growth plans that encourage them to further their expertise.

All faculty and staff engage in a variety of valuable professional development opportunities, both on campus and around the country supplemented by a healthy budget to support these opportunities.

Wichita Collegiate School also offers a complete benefits package including medical, dental and vision insurance; a 403(b) plan with a generous annual contribution; term life and disability insurance; supplemental insurance plans; and flexible spending account, child tuition remission of 50% and more.

General School Information

Wichita Collegiate School (WCS), is a coeducational, college preparatory, independent day school for students in Early Childhood 2-year-olds through Grade 12.

For more than 55 years, Collegiate has nurtured inquisitive thinkers, compassionate citizens, and students who are prepared to have a positive impact on their communities. Grounded in the values that have sustained it over the course of more than a half century, Collegiate provides its students with a challenging academic environment supported by its long-standing history of being a highly balanced institution with equal excellence in academics, the arts, and athletics.

Located in East Wichita on a 42 acre campus, Wichita Collegiate is home to just under 900 students in four divisions. These divisions are named Early Childhood, Lower School, Middle School and Upper School.

Wichita Collegiate School is accredited by the Independent Schools Association of the Southwest (ISAS), is a member of the National Association of Independent Schools (NAIS), and is a member of Independent School Management (ISM).



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Position Description:

The marketing and communications coordinator will work closely with the head of school, the board of trustees, the director of admissions, and the director of development to develop and implement a broad, comprehensive, and strategic marketing and branding plan designed to promote enrollment and fundraising

Professional Qualifications:

- Bachelor's degree in English, journalism, communications, or marketing
- 3+ years of experience in marketing and communications with independent schools or nonprofit organizations
- Outstanding organizational and presentation skills
- Exceptional written and oral communication skills
- Proven ability to effectively lead, manage, and inspire a collaborative team in a fast-paced environment with multiple creative projects
- Creative and artistic vision and direction
- Experience in desktop publishing design and management of design production
- Demonstrated experience with photography, videography, website content management and design, and social media marketing
- Demonstrated success as a confident problem solver
- Proven track record as an independent and goal-oriented manager with a dedication to meeting deadlines

Why Wichita?

Not only has Wichita been named an All-American City four times since 1962, it also consistently ranks among the top cities nationally for quality of life. These accolades communicate affordability, short and easy commutes to work and a high level of public safety for your family - attributes you simply can't find in most metro areas.

- [One of the Coolest Cities in America](#)
- [Top 10 City for First-Time Homebuyers](#)
- [Top City for Work-Life Balance](#)
- [Wichita Ranks Among Top 100 Best Places to Live](#)

How to Apply: Interested and qualified candidates should email the following materials; A cover letter, resume and a list of five professional references to the attention of Nathan Washer, Head of School by **May 7th, 2021**.

Equal Employment Opportunity Statement: Wichita Collegiate School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.