



## MARKETING CONTENT WRITER

**OUR MISSION:** Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

**ABOUT US:** Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

**JOB SUMMARY:** This role supports the work of the Marketing & Communications Office to convey the story and mission of the school by acting as the general copywriter, proofreader, and editor for the School. Projects can vary widely in scope but mainly include writing copy for electronic newsletters, advertising, printed pieces, and website content. Occasional copywriting support may be needed for business correspondence and social media. To stay informed about OES, the marketing content writer interviews and collects information from school administrators, department heads, and other school employees. They work closely with the Advancement, Admissions, and Summer Program teams to support their marketing and outreach efforts. In addition to the qualifications below, the successful content writer is able to produce clear, concise, and compelling copy, is an extraordinarily effective proofreader and possesses the ability to consistently apply an equity and inclusion lens to the work of telling the story of OES.

This is a full-time, year-round, hourly position that comes with a competitive pay and benefits package, including but not limited to health insurance, a retirement plan with generous employer matching contribution, abundant professional development opportunities, and one meal daily. For more information on benefits at OES visit the [OES Benefits Guide](#). Reports directly to the director of marketing and communications. Open until filled.

### ESSENTIAL DUTIES:

#### Writing & Editing

- Write content and captions for the weekly *Aardvark* digital newsletter for families and employees (distributed every Friday morning during the school year), the monthly *In the Loop* digital newsletter (distributed once monthly to OES alumni and former employees, parents, and trustees), the twice a year *OES Magazine*, and for all campus brochures, flyers, posters, postcards, and signage.
- Develop and maintain relationships with faculty/staff around the school, attend classroom activities, gatherings, assemblies, and events to compile stories and take or acquire photos to support school communications.
- Assist with website blurbs and rewrites as needed.
- Generate story and copy ideas for digital newsletters, the *OES Magazine*, press releases, advertorials, and digital/printed ads.
- Provide social media writing support to the Digital Content Creator as needed.
- Provide editing and proofreading support for colleagues around the school who create some of their own content.

- The marketing content writer helps finalize all OES marketing products and communication efforts with their writing and editing expertise.

### Marketing

- Manage vendor relationships and the media buying process from beginning to end; work with vendors to create annual advertising campaigns for Admissions, Summer Programs, and general Brand advertising.
- Work with graphic designers to coordinate the creation of ads, track their effectiveness, and ensure timely delivery to outside vendors.

### Miscellaneous Department Support

- Provide project management support for the entire M&C team, along with the director.
- Maintain the accuracy and currency of the online Employee Directory.
- Update the *OES Usage Guide* annually.
- Manage stationery inventory for the school, forecast needs and place orders for different departments, maintain adequate supplies, keep the stationery closet organized.
- Process invoices weekly; maintain accurate vendor invoicing records for projects produced by the M&C team.
- Assist director with annual budget planning by providing budget overview and notable particulars.
- Track department spending relative to the budget on a monthly basis.
- Engage fully in OES sponsored diversity, equity, inclusion, and anti-racism (DEIA) development activities as assigned.

### **MINIMUM QUALIFICATIONS:**

- BA/BS or equivalent combination of training and experience
- Excellent writing, editing, and proofreading skills, samples required
- Five years' experience in marketing and communications or related field
- Two years' experience with a website content management system
- Intercultural competence, ability to interact appropriately with a diverse array of individuals, demonstrated commitment to equity and inclusion
- IT skills: general digital literacy, intermediate Google Suite experience (docs, sheets, slides), the ability to size and crop photos, willingness to adapt and learn as tools evolve
- Ability to pass a background check and drug screen
- Documentation of Covid-19 vaccination or medical/religious exemption

**NOTE:** OES takes the safety of our community very seriously. OES requires all employees to be fully vaccinated (including boosters), and will only make exceptions for documented medical and religious accommodations when they do not cause an undue hardship or create a direct threat to our community.

### **PREFERRED QUALIFICATIONS:**

- Photography and/or sports writing experience
- Presentation design/formatting skills, website CMS experience
- Experience with project management software
- Nonprofit or Independent school experience, or prior work in an educational setting.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Exemplary verbal and written communication skills
- Interpersonal skills, ability to work well on teams, ability to maintain collegial relations with colleagues
- Ability to consistently apply principles of equity, inclusion, and anti-racism in day to day work and interaction with the broader workplace community
- Attention to detail, ability to perform basic business math functions accurately
- Organizational skills, ability to prioritize and juggle multiple deadlines

**PHYSICAL REQUIREMENTS:**

- Office environment, ability to sit at computer and keyboard for long periods
- Ability to move about the OES campus, to include climbing stairs
- Ability to communicate clearly
- Ability to lift, carry, or otherwise move objects of up to 25 pound

**COMPENSATION:** Hourly rate based on training and experience, plus benefits

**APPLICATION INSTRUCTIONS:**

- Visit [www.oes.edu/careers](http://www.oes.edu/careers) to learn more about OES.
- Fill out the [OES Marketing Content Writer](#) application and upload your resume and cover letter addressing what you would bring to this role.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.