

Community Manager

Cascadia School | Redmond, WA | On-site/Hybrid
Full-Time | 32 hr/week

About Cascadia School

Since 1977, we've guided children on paths of discovery. Our unique hybrid program blends a rich Montessori heritage with a liberal arts foundation, fostering curiosity and a global perspective in every student. We place an equal emphasis on the academic process as we do our students' social and emotional development. We seek educators who share our passion for shaping young minds and preparing them to engage the world openly.

When you join our team you will:

- Build a consistent communication calendar for internal and external audiences
- Post engaging and appropriate content to social media channels
- Design, edit, and produce print, digital, and multimedia materials
- Support the planning and execution of 3-4 community events per year
- Serve as the primary point of contact for prospective families
- Be a vital piece of the Cascadia puzzle to meet our goals

We would love to talk with you if you possess the following skills and experience:

- 2 years experience in the marketing and/or communications field
- Proficiency with computers, digital editing software, and social media platforms
- Keen understanding of the elementary educational system
- Ability to cultivate relationships with families, coworkers, and students
- An energetic voice with outstanding written and oral communication skills
- Team mindset to serve and assist on various tasks to ensure all work is completed
- A strategic approach to assessment and improvement of processes and procedures
- Strong editing and proofreading skills
- Detail-oriented, highly organized, and self-motivated

Benefits offered to our staff:

- Monthly pay (\$28 - \$34 per hour)
- Sick leave and paid personal time off
- Health Benefits Stipend
- 401k plan with 6% match (subject to eligibility and qualification requirements)

This position allows for the combination of on-site and remote work. The Community Manager is expected to be present on campus at a minimum 50% of weekly hours, preferably allocated consistently throughout each week. As part of the administrative team, this position will work through the summer months while school is not in session.

Applicants, please email a resumé and cover letter to careers@cascadia.school with the subject line: Community Manager Job Posting

Learn more about Cascadia School:

We create a space where the unbridled potential and insatiable curiosity of every child is nurtured to help them grow into global citizens that engage life with a sense of discovery and openness. For more information visit: <https://cascadia.school/>

EQUAL OPPORTUNITY EMPLOYMENT

Cascadia School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

DIVERSITY, EQUITY, INCLUSION, & ACCESSIBILITY

Cascadia School is committed to building a talented team that reflects the diverse backgrounds and experiences of our students. We strive to be an organization that is diverse, equitable, inclusive, and elevates our student voices in preparing them for a life of discovery.