

## **JOB VACANCY ANNOUNCEMENT**

The **INTERNATIONAL SCHOOL OF HAVANA** is searching for a committed and passionate **Admissions and Communications Coordinator** to join our professional and dynamic team.

### **QUALIFICATIONS FOR ADMISSIONS & COMMUNICATIONS COORDINATOR:**

- Social Communication Bachelor Degree and/or PPRR Degree and/or Graphic Designer Degree are highly recommended.
- 2+ years prior experience in a communications or marketing role.
- Ability to use social media platforms including but not limited to Facebook, Instagram, Twitter, etc.
- Must possess exceptional writing skills and be able to compose engaging and accurate content in both, English and Spanish.
- Strong communicator who takes initiative while working well independently and with a team.
- Superior time management skills and the ability to juggle multiple projects simultaneously.
- Knowledge of Adobe Photoshop, InDesign, and Illustrator is an asset.
- Understands best practices relating to communications, public relations and marketing.
- Ability to think strategically and identify ways to improve communication efforts.

### **RESPONSIBILITIES FOR ADMISSIONS & COMMUNICATIONS COORDINATOR:**

#### **Admissions**

- To provide information about registration and enrolment of new students to potential clients of the School by whatever medium.
- To conduct visitor tours of the School premises.
- To enroll new students in consultation with the Director, Principals, and if applicable the Student Support Team.
- To communicate with other administration departments regarding of newly enrolled students.
- To compile and keep current lists as required of the various constituencies of the School community.
- To maintain records of current and former students.
- To coordinate the production and delivery, at the request of school stakeholders, of documents other than those normally scheduled as part of academic reporting.

#### **Communications**

- Develop, write and edit marketing and communications materials, including press releases, posts and social media content.
- Promote communications and marketing materials through appropriate social channels.
- Ensure that all communications and marketing material aligns with ISH standards.
- Maintain digital media archives including photos and videos.
- Work with communications team members to conceptualize and implement communications strategies and campaigns.
- Respond to media inquiries (Facebook, Twitter, Instagram) and perform media outreach to achieve ISH placement in publications.
- Develop escalation protocols for managing communication challenges, should they arise.

Salary will be according to the standards of foreign companies and embassies in Cuba.

**The successful applicant should send his/her application and CV to the following email address [humanresources@ish.co.cu](mailto:humanresources@ish.co.cu) no later than Sunday OCTOBER 31, 2021.**