



## **Communications Associate (Part-Time)**

**Start Date:** June 1, 2026

**Hours:** 20–28 hours per week (average)

**Reports to:** Head of School & Director of Admissions/Communications

### **Position Overview**

Topeka Collegiate is seeking a creative, detail-oriented, and digitally savvy Communications Associate to join our team. This position is ideal for an energetic early-career professional who is passionate about storytelling, content creation, and building meaningful connections through strategic communication.

The Communications Associate plays a key role in shaping and sharing the school's voice across platforms. Supporting marketing initiatives, digital engagement, internal communications, and brand consistency.

### **Job Summary**

Primary responsibilities of the role will include online publications, capturing and documenting classroom activities, social media, supporting the day-to-day communications of the school, and assisting with various communications projects as needed. The person in this role will work closely with the Head of School, Admissions Department, and Leadership Team. Collaborate and communicate with all employees to understand upcoming events and schedule opportunities to capture and communicate stories within the community.

Due to the need to document in-person classes and events in real time, the individual in this role should expect to be on campus approximately 10–15 hours per week, with flexibility based on school events and communication priorities.

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### **Essential Duties and Responsibilities**

- Communicate the school's mission, progressive educational approach, commitment to equity, and independent school values through internal and external communication channels
- Produce the bi-weekly school newsletter by gathering content from faculty and staff and managing layout and design
- Photograph and capture video content showcasing classroom learning, school events, and daily life
- Create and manage engaging content for the school's social media platforms (Instagram, Facebook, LinkedIn, etc.)
- Collaborate with faculty and staff to identify and share compelling stories from across the school community
- Support key projects such as advancement campaigns and school-wide events
- Participate in weekly staff meetings
- Perform other duties as assigned

### **Desired and/or Required Qualifications**

- Bachelor's degree required
- Experience managing or supporting social media platforms and digital content creation
- Strong writing, editing, and proofreading skills, with a keen eye for detail
- Ability to create clear, engaging content across multiple formats, including newsletters, press releases, web pages, and social media
- Excellent organizational skills with the ability to manage multiple projects and meet deadlines
- Experience designing or supporting advancement, marketing, or communications campaigns (preferred)
- Comfort with photography and the ability to capture and curate visual storytelling from school events and daily activities
- Basic graphic design skills, with experience in Canva (preferred) or Adobe Creative Suite
- Familiarity with FACTS or similar school management systems, along with strong overall technological proficiency
- Commitment to fostering an inclusive and equitable school community
- Excellent oral and written communication skills
- Ability to collaborate effectively with colleagues and engage positively with all members of the school community