

# SHANGHAI AMERICAN SCHOOL

**TITLE:** MARCOM PROJECT COORDINATOR  
**CONTRACT DAYS:** 210

## **POSITION SUMMARY:**

The Marketing and Communications Project Coordinator role ensures the smooth coordination of projects and timely delivery of SAS publications, especially yearbook, to the SAS community.

## **SUPERVISED, EVALUATED BY & REPORTS TO:**

Director of Marketing & Communications

## **QUALIFICATIONS:**

- Bachelor degree in Marketing, Communication, Publishing or related field
- Minimum of five years related work experience
- Fluent in oral and written English (for writing emails)
- Clear and proactive communication skills and strong interpersonal skills
- Excellent planning, coordination, and organizational skills
- Superior attention to detail
- Ability to manage a complex project with various partners on schedule
- Ability to take on new tasks and work in a fast-paced environment

## **PERFORMANCE RESPONSIBILITIES:**

- Manage creation process of 6 divisional yearbooks throughout school year, working with many internal and external partners described below to ensure photo content, design, accuracy, printing, ordering and distribution at the end of school year. Partners and tasks include:
  - Yearbook reps from 6 divisions to ensure photos for activities and classrooms are useable, timely, and uploaded to an organized folder structure
  - External portrait photographer to schedule student portrait photos with divisions
  - Contracted event photographers to capture school events
  - High school student groups to gather content and feedback for high school yearbooks
  - Graphic designer for design theme, layout, and timely completion of final proof copy
  - External printing company to estimate cost and ensure quality and on-time delivery
  - PTSA and parents for ordering and resolution of any issues
- Develop knowledge of breadth of activities across the school
- Understand data privacy and child safeguarding guidelines related to handling of images
- Coordinate content, process, and timeline of key annual publications such as Navigator, graduation programs, handbooks, etc., ensuring error-free delivery
- Coordinate content, assemble, and schedule weekly "A Look Ahead" email
- Other duties as assigned

## **SAS BELIEVES:**

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

## **How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best

and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

### **Child Safeguarding at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.