



Community-Alumni Associate

The Lycée Français de New York, a leading bilingual French independent school, is seeking a community and alumni relations associate who will report to the director of communications and work with the communications team to build a program to engage the school community and alumni through social media.

The position is a terrific opportunity for a highly motivated and curious self-starter to gain experience in many areas of communication, including storytelling, content marketing, branding, social and digital media, media relations and internal communications. This position is ideal for a social-media savvy, entrepreneurial thinker interested in contributing to a key educational and cultural institution in New York.

The community-alumni associate will also work with the school's development director to support the alumni relations program in communications, including writing a regular digital alumni newsletter, networking through social media, as well as updating the alumni section of school blog and annual *LFNY Magazine*.

We are looking for a highly organized, detail-oriented person with strong writing skills and a clear interest in building community through social media of all platforms, including Facebook, Twitter, LinkedIn, and Instagram. Extra consideration will be given to candidates with a nose for a good story and a crisp, fun writing style. Basic skills in photography and video-editing are a plus.

This position is entry-level, and candidate should know that occasional work on evenings and weekends is required. Priority will be given to individuals with one-to-two years of experience in digital media and marketing, journalism, and/or public relations in a bilingual, French/English, setting.

Specific tasks include:

- Build a social media program to engage school community, build network of international alumni, and attract prospective parents and employees
- Manage content on parent portal to make sure it is up-to-date, accurate and consistent in French and in English
- Translate basic emails and communications from French to English
- Provide extra support for taking photos at school events and activities
- Layout and proofread weekly bilingual digital newsletter
- Write regular alumni newsletter and contribute alumni stories to school blog
- Develop and manage media lists
- Contribute stories and manage alumni section of school's annual *LFNY Magazine*
- Other duties as assigned

Skills:

- Exceptional writing and editing skills in English for print, web and general public relations
- Fluency in French with comfort editing basic French language
- Demonstrated passion for social media and a clear interest in leveraging social media to share information and build online community
- Ease and comfort in adding/editing text, photos and video to basic website and blogging platforms
- Basic photography and video editing skills
- Sound judgment and excellent attention to detail
- Strong team player and pro-active collaborator with an ability to take ownership of a project from start to completion
- Ability to multitask, prioritize, and meet deadlines
- A bachelor's degree with a major in English, French, Marketing and/or Communications is preferred
- Working knowledge of software products such as Adobe Creative Suite, Microsoft Office, Google, is required.

We offer a competitive suite of benefits, including health insurance, dental insurance, sick leave, 403(b), including employer match after employee has reached tenure mark, generous paid vacation and holidays, and professional development opportunities. Salary is commensurate with experience.

Interested persons should send their resume, with letter of motivation, including links to **one** or **two** writing samples, LinkedIn profile, any relevant social media work and/or photography, to HR, humanresources@lfny.org.

No phone calls please.

