



Website and Digital Content Manager

Position Summary

The Website and Digital Content Manager is responsible for maintaining Stevenson School's growing digital and online presence. This includes promoting the school's distinct educational and co-curricular program and strong school community among current domestic and international constituencies with integrated content for the school's website, social media platforms, email channels, and visual communications. This position reports to the director of communications and is a full-time, exempt position.

Essential Duties and Responsibilities

- Serves as main content contact for Stevenson School's external website and internal community portals. This includes managing, creating, and organizing content, updating imagery, tracking analytics, ensuring SEO, managing navigation, and ongoing evaluation of the website and opportunities to enhance or improve the school's internet presence.
- Organizes and maintains the school's digital assets (photos, videos, graphics, brand)
- Manages and tracks the all-school communications calendar, and maintains an organized and accessible library of past communications
- Manages the email distribution, approval process, and proofing of school communication to our different constituents
- Maintains, updates, and expands upon the School's social media initiatives and channels

Skills and Abilities

- Excellent interpersonal, written, and verbal communications skills
- Demonstrated ability to write, edit, and manage web, email, and social media
- Demonstrated ability to organize time and manage multiple projects and deadlines simultaneously
- Meticulous organizational skills
- Demonstrated experience with website content management
- Knowledge of graphic design, video, and print production
- A growth mindset, sense of humor, and warm personality
- Must be a proactive, independent, strategic, and creative thinker who is a strong team player willing to enthusiastically take on additional responsibility as necessary
- Proficient computer skills, including Microsoft Office suite and Google online platform
- Preferred experience with Adobe Creative Cloud, social media scheduling and posting, content management systems (Finalsite Composer), and video production.

Qualifications

- A bachelor's degree, preferably in communications, marketing, English, journalism, or related course of study
- Minimum 3 years' experience in communications and/or marketing, preferably in an educational setting

Compensation

Salary is competitive, commensurate with experience and education level and includes meals when school is in session. Stevenson provides an excellent, comprehensive benefit package, including retirement benefits, a variety of health insurance offerings, dental, vision, life, short- and long-term disability offerings, and HSA/FSA options. Resources to support advanced degree work, as well as participation in professional conferences, workshops, summer study, and travel, are also available.

Equal Opportunity

Stevenson is an equal opportunity employer. Unlawful discrimination based on sex, race, color, gender, gender identity, gender expression, religion, citizenship, military or veteran status, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, pregnancy, childbirth or related medical conditions, genetic characteristics, and any other characteristic protected by Federal, State, or local laws is prohibited.

About Stevenson School

Founded in 1952, Stevenson School is a selective coeducational boarding and day school with 750 students and 30 buildings on 50 acres of land and two campuses. The 500-student upper division, comprised of grades 9-12, is located on the Pebble Beach Campus, where about 60% of students reside in six faculty-supervised dormitories; the lower and middle divisions, totaling 250 students in grades PK-8, are located on the Carmel Campus.

As an American school with a global sensibility, Stevenson is premised on a vision of education as the means by which we discover the world and contribute to its transformation. We believe that one's education is best pursued in the company of others, for others' benefit as well as one's own. Our Latin motto—*Suaviter in modo, fortiter in re* (Gentle in manner, resolute in action)—inspires humility and perseverance. Our mission includes three aims: to prepare students for success in college and beyond, to foster their passion for learning and achievement, and to help them shape a joyful life.

In keeping with this project, Stevenson seeks to:

- Train students in critical academic, intellectual, social, and emotional skills;
- Help students to develop honor and integrity;
- Teach students to engage productively and peacefully with others;
- Nurture students' ambitions and healthy pursuit of excellence;
- Balance convention and innovation such that we remain true to our enduring values, relevant to the emerging needs of the present generation of students, and joyful.

We expect all members of our community to be:

- Devoted to our tenets of scholarship and citizenship;
- Honest, honorable, and empathetic;

- Able to examine and be responsible for their beliefs and behavior, respectful of the consequences that attend both;
- Willing to risk failure in the pursuit of wisdom;
- Committed to global literacy, environmental stewardship, and civic engagement.

Close to the San Francisco Bay Area and Silicon Valley, Stevenson offers its students, faculty, and staff a values-driven community experience influenced by the distinctive beauty, ecological biodiversity, and contemplative culture of the Central Coast. As we head into our next chapter under the leadership of our new president, we will continue to build on our strong foundation, which includes an outstanding faculty and exceptional facilities.

Contact

Please submit cover letter, resume, and a minimum of three writing samples to:

Elena Mueller, director of communications

emueller@stevensonschool.org