



Social media savvy? Content creation expert? Website guru?

CISP is seeking a

DIGITAL CONTENT MANAGER

General Position Overview

The CISP Digital Content Manager is responsible for creating original and compelling content that resonates with our audience across platforms like Facebook, Instagram, LinkedIn and YouTube. This person will also oversee the school website and update as needed.

Position Requirement

Part-time or Full-time (may also teach 1-2 CISP classes in IT or other areas)

Responsibilities

- Develop various forms of content, including text captions, videos, and images, tailored for different social media channels and school website.
- Ensure that each piece of content aligns with our brand, voice, and messaging.
- Publish posts according to the established social media content calendar.
- Update website content.
- Work closely with the Communications Manager, HR Manager, and Development Manager to execute content plans effectively.

May be asked to monitor recess and/or lunch duty (some days), attend staff meetings, and help with school events.

Professional Requirements

Experience in creative tools, social media, website management.

Start Date

Immediately

