



# Aoba-Japan International School

*Be the best you can be*

## **JOB DESCRIPTION TITLE**

Marketing Associate (maternity leave replacement)

## **POSITION SUMMARY**

Assist with events on and off site, marketing and communications, design and administration in support of the school's educational mission

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

Admissions and Marketing Director

## **PARTIAL LISTING OF DUTIES & RESPONSIBILITIES**

- Organise media marketing to recruit potential students or strengthen the school brand through research of medias, liaising with advertisers and organizers, gathering of resources for advertisement, creation and edition of ad contents
- Develop deliverables in support of department and/or school initiatives. Deliverables may include writing, print products, digital products or other communication/marketing tools (including video and photo shootings, organising social media)
- Manage digital communication channels, including strategy, administration and governance in coordination with the communications team

## **SUCCESSFUL APPLICANT**

- Has excellent project management skills, self-starter and ability to meet deadlines
- Is flexible and adaptable to respond to crisis events or shifting priorities in a high stakes environment
- Has excellent knowledge of social media and skills to update the website
- Is open to mentor students that have digital design related questions

## **REQUIRED QUALIFICATIONS**

- Experience with graphic design, video production and/or photography, and is a strong collaborator in producing and guiding creative work
- Experience with Adobe Creative Suite, including Illustrator and Photoshop
- General IT skills
- Fluency in English

## **TERM OF EMPLOYMENT**

July 2020 to May/June 2020

## **A-JIS BELIEVES**

- that each employee makes a significant contribution to our success
- that contributions should not be limited by the assigned responsibilities

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor A-JIS 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.

*Accredited by: The Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC)*

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