
JOB DESCRIPTION 2021-2022

JOB DESCRIPTION TITLE

Communications Officer

POSITION SUMMARY

Responsible for creating, managing, and overseeing content for the communications effort of our school, including public relations and marketing.

KPI

- Improved results in the Reputation Survey
- Meeting deadlines for publications

SUPERVISED, EVALUATED BY & REPORTS TO

Admissions, Marketing and School Community Development Director

PARTIAL LISTING OF DUTIES & RESPONSIBILITIES

- Manage Aoba's website communications
- Manage Aoba's social media communications
- Create and produce internal newsletters for Aoba's parents and stakeholders
- Develop and maintain working relationships with Embassies, Relocation Agencies, and other types of media outlets
- Write, edit and distribute various types of content, including materials for website, press releases, marketing materials and other types of content that take message to the internal and external audiences

SUCCESSFUL APPLICANT

- Is a gifted writer and communicator
- 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 a team player, and will work well with various teams, departments and divisions

REQUIRED QUALIFICATIONS

- Bachelor's degree in communications, journalism or related field
- Minimum of 2-5 years' relevant experience in a communications role is preferred
- Experience with Adobe Creative Suite, including Illustrator and Photoshop
- General IT skills
- Fluency in both written and spoken English and Japanese

TERMS OF EMPLOYMENT

No vacation to be taken during "peak" periods at the beginning and end of the school year and immediately before and after the semester breaks. Contract renewal subject to yearly review after an initial probationary period and other requirements as set forth in the contract.

AOBA BELIEVES



AOBA-JAPAN INTERNATIONAL SCHOOL

HIKARIGAOKA CAMPUS
7-5-1 Hikarigaoka 📍
Nerima-ku, Tokyo 179-0072
03-4578-8832 📞
03-5997-0091 📞

MEGURO CAMPUS
2-11-5 Aobadai 📍
Meguro-ku, Tokyo 153-0042
03-4520-2313 📞
03-5456-1800 📞

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- 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.