



Daily Content Specialist

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, is seeking a Daily Content Specialist to join our small but powerful Strategic Communications team. The person in this new position will lead our efforts in capturing and sharing the stories of Wheeler experiences, events, and activities across school throughout the school year.

The Daily Content Specialist's primary responsibilities will include:

- **Managing Wheeler's social media channels:** developing the weekly content calendar and posts; responding to audience outreach as needed
- **Producing the school's weekly e-newsletter, *This Week at Wheeler*:** Developing the weekly rundown; collecting needed information and visual assets; and editing and distributing the e-newsletter
- **Covering Wheeler activities and events:** Taking photos and producing brief stories about selected activities and events at school
- **Photography:** Serving as the primary photographer for daily content and selected Strategic Communications and Marketing projects

The Daily Content Specialist role is a fantastic opportunity for a communications professional who is enthusiastic about engaging with students, faculty, staff, parents, and alumni in an educational setting; can work efficiently and thoughtfully; is excited about developing and implementing cross-platform content approaches in alignment with Wheeler's goals and brand; and enjoys creating meaningful and relevant stories for our school community and other target audiences. This position reports to the Director of Strategic Communications.

Desired knowledge, skills, and experience:

- B.A. in Communications, Public Relations, Marketing, Journalism or other relevant field
- Strong writing, communication, and interpersonal skills
- Self-motivated with the ability to manage multiple projects, be flexible and detail-oriented, and prioritize and meet deadlines
- Knowledge of and experience with engaging and building community on a variety of social media platforms
- Photography and photo editing experience
- Knowledge of and experience with design software (Wheeler uses the Adobe Creative Cloud portfolio of programs and Canva for our projects)
- Knowledge of and experience with basic website content management systems (we use WordPress for our website)
- Knowledge of and experience with email marketing systems
- Appreciation for the value of working and communicating in a diverse environment and a demonstrated commitment to the development of cultural competence skills
- Desire and ability to work in a collaborative environment
- Availability to cover occasional night and weekend events and storytelling opportunities

How to Apply:

Please email a cover letter, resume, and three samples of your relevant work and experience (such as content pieces, communications projects, or social media engagement) to careers@wheelerschool.org and maxpearlstein@wheelerschool.org.

Statement on Diversity and Cultural Competency at Wheeler:

We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring.

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.

About The Wheeler School:

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is a coed, N-12 independent day school of approximately 800 students located on two campuses in the College Hill neighborhood of Providence, Rhode Island and a 120-acre farm in Seekonk, Massachusetts. Wheeler is also home to The Hamilton School, which welcomes students with language-based learning differences. Across its campuses and grades, dedicated faculty and staff provide students with a personalized and joyful education as the Wheeler community aspires to the school's mission "to learn our powers and be answerable for their use."

To learn more about Wheeler, please visit www.wheelerschool.org and the school's [Careers page](#).