



GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

JOB DESCRIPTION

Job Title: Communications Coordinator

Category: Full Time/ Thai

Division: Communications

Reports to: Communication Director

POSITION PURPOSE & DESCRIPTION

The Communications Coordinator is responsible for assisting the Communications Director with marketing and public relations events organized throughout the year, taking photos of school events, contributing ideas and development of the promotional materials both print and for sale items, visitor tour, and other marketing related tasks. He/ she may also be helping other departments such as Athletics on the communication aspects including the interactions with students, parents and coaches. The Communications Coordinator will work full time under the Communication department with full supervision from the Communications Director.

GENERAL QUALIFICATIONS

- Is a mature Christian
- Demonstrated skill in event coordinating and photography.
- Excellent oral and written communications skills.
- At Least 600 TOEIC score test required.
- Ability to represent GIS to both internal and external constituents and work effectively across several levels of people
- Skills in Adobe Photoshop, InDesign, and Lightroom is preferable but not required.
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive.
- Models integrity and honesty.
- Addresses and deals effectively with conflict when it arises.
- Has the ability to work in a collaborative way with diverse personalities
- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Represents the school in a favorable and professional manner.
- Goes directly to the person/s concerned when questions and problems arise.
- Has the "Go Extra Mile" attitude.

CHRISTIAN CONDUCT / MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

GENDER STATEMENT

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (I Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image.(Gen. 5:2, Mt. 19:1-12). When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect, and Harassment Prevention policy, and all other written policies and regulations
- Abide by the decisions of the Board of Trustees and the administration
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues
- Keep all matters regarding a colleague or student confidential
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

MAIN TASKS AND RESPONSIBILITIES

- Administrative duties and support in various tasks related to department functions
- Manage the office resource inventory and merchandise stocks
- Assist with the uniform shop functions as requested
- Serve as point of contact for public inquiries and visits
- Serve as point of contact for ordering official school merchandises
- Coordinates events owned by the Communications Department by contacting vendors and related persons
- Translating documents/ news when needed
- Assist in composing and sending communications as needed
- Update school website and staff portal