

POSITION VACANCY
Westminster College

Communications Marketing Specialist

Westminster College seeks a creative communicator with strong skills in graphic design, social media content creation, and writing to support the College's donor and alumni engagement efforts as a member of the Alumni Engagement team. This position is responsible for producing timely, high-quality communications and marketing materials that advance the goals of Institutional Advancement and Alumni Engagement. A commitment to service, collaboration, and meeting deadlines is essential.

Job Qualifications

A successful candidate should:

1. Create and produce print and digital communications materials, including social media graphics, email content, event promotions, advertisements, direct mail appeals and collateral pieces. Experience with Adobe Creative Suite (Photoshop, Illustrator, and InDesign), Canva and Constant Contact or other e-mail marketing systems is preferred.
2. Draft, edit, and proofread content for a variety of communications channels, ensuring accuracy, consistency, and adherence to institutional brand standards.
3. Maintain and update social media channels in the brand voice by developing and scheduling content in support of campaigns, events, and donor engagement initiatives.
4. Assist with and edit photography, videography, and content collection for storytelling and promotional purposes.
5. Complete assigned communications and marketing projects on schedule while managing multiple deadlines and priorities. Familiarity with Asana or project management software is preferred.
6. Work collaboratively and professionally with Advancement staff, campus partners, alumni, and donors to gather information and execute communications projects.
7. Demonstrate strong organizational skills, attention to detail, time management and the ability to follow projects from assignment through completion with deadlines in mind.

8. Communicate professionally and effectively with internal and external audiences.

A bachelor's degree from an accredited college or university is required. A concentration in communications, marketing, graphic design, visual/media arts, or a related field is preferred. An appreciation for higher education and philanthropy is helpful.

This is an administrative position which includes a full employee benefits package. Following a 90-day probationary period, the Specialist can be a hybrid position, and candidates must feel comfortable with three days in the office per week. The position requires engagement with students, faculty, staff, alumni, and donors. Periodic evening and weekend responsibilities may be required to support events and to gather content.

To Apply

Please submit a cover letter, resume, and the names of and contact information for at least three work-related references by email to montgokh@westminster.edu by no later than **July 6, 2026**.

Westminster College is an Equal Opportunity Employer.