



ST. PAUL'S HIGH SCHOOL

JESUIT

COMMUNICATIONS & SOCIAL MEDIA COORDINATOR

Are you a creative storyteller with a passion for engaging audiences across multiple platforms? Do you have a keen eye for photography, videography and design, along with strong writing skills? As we prepare for our Centennial celebration, our Communications team is looking for a Communications & Social Media Coordinator to support the school's digital presence, print materials, and overall communications strategy. This role offers an exciting opportunity to contribute to the St. Paul's High School brand, share compelling stories, and enhance community engagement.

Key Responsibilities:

- Develop and manage engaging content for the school's social media channels, ensuring alignment with our brand and mission.
- Capture and edit high-quality photos and videos for use across social media, our website, and other communications.
- Design graphics and visual assets for digital and print materials.
- Monitor social media trends, analytics and engagement, adjusting strategies as needed.
- Assist with writing and editing content for newsletters, website and other publications.
- Support communications initiatives as needed, including event coverage and special projects.

Qualifications & Skills:

- A diploma or degree in Creative Communications, marketing, graphic design (or related field).
- 2–3 years of relevant professional experience in a similar role or field.
- Proven experience managing social media platforms (Instagram, Facebook, LinkedIn, YouTube, etc.).
- Experience with social media and website analytics and reporting tools
- Strong photography and videography skills, including shooting and editing.
- Proficiency in graphic design tools (Adobe Creative Suite, Canva, etc.).
- Excellent writing and communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Experience in an educational or non-profit setting is an asset.



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How to Apply:

Interested candidates should submit a resumé, cover letter and portfolio of relevant work (social media campaigns, photography, videography or graphic design samples) to apply@stpauls.mb.ca by Friday, January 30, 2026.

Only those candidates selected for an interview will be contacted.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

When applying to this position, please indicate the position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications for the posted position.

About St. Paul's High School:

Central to the mission of St. Paul's High School is the preparation of young men for post-secondary studies and subsequent leadership in the community. As a Jesuit, Catholic school our curriculum has been developed in a way that stimulates our students' imagination and desire to learn, encourages them to make positive and meaningful decisions, and provides the groundwork that promotes lifelong learning.

Through the commitment and efforts of all members of the learning community – students, parents, teachers, alumni, friends and board members – our students develop into competent, conscientious and compassionate men for others.