



Marketing Associate Part-time Position

Position Description

Flagstaff Academy seeks a part-time marketing associate that would start this school year and continue on for next school year (2025-2026). This would be a part-time position. Hours are flexible. We are open to hiring someone as a Flagstaff employee or a W9/1099 contractor. Flexible working arrangement, although we do expect frequent meetings and interactions at our school in Longmont, Colorado. We are hopeful this person/role will become an integral part of our school community. The role will report to the Director of Operations at Flagstaff.

Qualifications Sought

The marketing associate at Flagstaff will oversee the school's digital enrollment campaign from start to finish. This will involve strategizing, planning, executing, and shifting strategy based on data. Messaging is critical and we want a person that can effectively tell Flagstaff's story and convert that into a campaign with leads and, eventually, applications to enroll in our school. The person will partner with our enrollment team and communications coordinator on an integrated approach (print, digital, community outreach etc.).

Specifically, we seek a marketing associate with the following qualifications:

- Knowledge and experience working at or with public or private schools.
- Knowledge or experience of marketing as it relates to student enrollment.
- Data-driven. The ability to review dashboards and platforms with marketing/enrollment data, analyze data, and make recommendations around strategy.
- Expertise and experience with digital campaigns and digital marketing. Experience at a digital firm or company not required but preferred.
- Savvy with social media and all things digital.
- Expertise around crafting strategy and making recommendations is not required but preferred.
- Excellent communication skills and ability to work as a team player in a school environment.

About Flagstaff Academy Charter School

Located in Longmont, Flagstaff Academy is a tuition-free public charter school serving grades kindergarten through eighth. Our school also offers a tuition-based full- and part-time preschool program for three and four year olds.

Since its founding in 2005, Flagstaff Academy has grown into Longmont's premier science and technology school. As a public charter school, Flagstaff Academy is operated by a board of directors made up of parents and community members. Our school serves approximately 800

students and is part of the St. Vrain Valley School District.

Mission

The Mission of Flagstaff Academy is to develop students who are equipped to be well-rounded, ethical leaders in the world community with a foundation based on science and technology.

Guiding Principles

- Provide a K-8 Core Knowledge-based education with a science and technology focus that challenges students to achieve their academic potential.
- Provide opportunities for scientific and technological exploration.
- Pursue excellence in every student and employee.
- Promote, value, and recognize academic achievement and creativity.
- Welcome an academically diverse student population.
- Respect the individual, classroom, school, community, and world.

Salary Range

The hourly rate for this role is between \$30 and \$75 per hour. The rate depends on experience and is negotiable. Applicants with experience in crafting strategy are desirable and will be paid at the higher end of the pay range. As stated above, this could be an employment situation or a W9/1099 role.

Benefits

Flagstaff offers an extensive benefits package for full-time employees. Part-time employees are eligible for some benefits, as well as, PERA retirement. More specifics can be discussed at the interview stage.

Application

To apply, send a letter of interest and a current resume to Sara Germano at sgermano@flagstaffacademy.org and cc employment@flagstaffacademy.org.

Flagstaff Academy is an equal opportunity employer.

NOTE: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Flagstaff Academy reserves the right to modify any descriptions contained herein provided such changes are publicly posted and disclosed to all applicants.