



**Title:** SCA Director Communications and Marketing  
**Salary Range:** Exempt (\$25,000-\$35,000)  
**Status:** Full-Time (10-months)  
**Reports to:** SCA School Principal  
**Job Location:** Seaside Christian Academy, Ocean City, MD

**Overview:**

Seaside Christian Academy (SCA) is recognized by the Maryland State Department of Education as a PreK3 thru 12<sup>th</sup> grade Non-Public church-exempt school. Seaside Christian Academy is also a member of the Association of Christian Schools International (ACSI). Seaside Christian Academy exists to educate children spiritually, academically, socially, and physically, equipping them for every good work in Christ Jesus.

**Required Spiritual Qualities:**

- Have received Jesus Christ as your personal Savior
- Believe in the Bible as God's Word and standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a member in good standing at a Bible-believing New Testament church
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Integrate biblical principles and the Christian worldview throughout the school.
- Accept without verbal or mental reservations; SCA Mission Statement, the SCA Vision and the SCA Statement of Faith and commit to upholding them (Addendum 1)

**Job Qualifications and Skills:**

- Demonstrate strong relational skills with; Board members, faculty, students, families, and community.
- Possess excellent oral and written communication skills
- Demonstrate excellent organizational, time management and administrative skills
- Demonstrate experience managing outside vendors
- Demonstrate a high level of computer literacy, including proficiency with Microsoft Office, Google Suite, school management FACTS software administration and website admi
- Ability to handle multiple projects simultaneously.
- Demonstrate creative thinking and problem-solving abilities.

**Job Responsibilities:**

- Manage and maintain donor information, donations, and donor acknowledgments.
- Demonstrate ability to work with SCA board to lead fund raising efforts.
- Coordinate with the Principal and Director of Administration to assure goals and objectives are aligned.
- Participate as an invitee in monthly SCA board meetings.
- Provide feedback and implement marketing strategies to promote the school's programs, events, and achievements.

- Create and manage content for the school's website, social media platforms, newsletters, and other marketing materials.
- Oversee and enhance the school's social media presence by creating engaging posts, monitoring interactions, and analyzing performance metrics.
- Creating content for SCA website.
- Ensure branded school materials are available as needed.
- Lead PTF committee with oversight to individual sub-committees.

### **Education & Experience**

- Proven experience in marketing, communications, or a related role; experience in educational settings is a plus.
- Bachelor degree in communication and/or marketing, preferred

### **Physical Requirements:**

- Must be able to lift up to 25 pounds if necessary.
- Must be able to traverse school grounds and facilities and lead students to safety in the event of an emergency.
- Must be available to work evenings and weekends when necessary
- Some travel may be required to specific meetings or events.

### **A Condition of Employment:**

- Applicant must pass a pre-employment criminal background check with finger printing
- Valid Maryland driver's license

**Interested job applicants should submit a copy of their resume and a completed job application, located on the SCA website, to [hr@seasidechristian.org](mailto:hr@seasidechristian.org).**

# **Seaside Christian Academy**

## **(Addendum 1)**

### **Mission**

Seaside Christian Academy exists to educate children spiritually, academically, socially, and physically, equipping them for every good work in Christ Jesus.

### **Vision**

At Seaside we:

- Can help parents in the training of children, but cannot replace them.
- Partner with parents who are actively involved in the life of the school and their children.
- Use a curriculum and create an environment which will help students to become more Godly as they seek to increase in knowledge, understanding, and wisdom.
- Respect all students as part of God's creation, regardless of race, gender, or ethnic origin.
- Use the Bible as our primary source for all courses, policies, and procedures.
- Strive to be Godly role models.
- Set high standards for academics, behavior, and spiritual growth, and provide the necessary support to reach those standards.

### **Seaside Christian Academy Statement of Faith**

We Believe:

1. In One God, the Creator and Sustainer of the universe, eternally existent in three persons: Father, Son and Holy Spirit.
2. God has authored, preserved, and protected the Bible, as His Word and our authority in all that we do.
3. That God created us in His image and has given us the responsibility over creation for His glory.
4. In the unique deity of the Lord Jesus Christ, who became human as the virgin-born Son of the living God.
5. That the Lord Jesus Christ died to pay for our sins and give to those who believe, eternal life with Him in heaven.
6. In the power of the Holy Spirit to restore and guide us in our relationship with God.
7. In the resurrection of our Lord Jesus from the dead and the promise of His return.
8. In the bodily resurrection and eternal reward of the saved and the everlasting punishment of the lost.
9. In the spiritual unity of ALL believers in our Lord Jesus Christ.
10. That marriage is one man and one woman as ordained by God.

I fully support the SCA Mission, Vision and Statement of Faith as written without verbal or mental reservations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_