



Chiswick House School and St Martin's College are currently looking for an enthusiastic, proactive and dedicated individual to become part of the schools' Promotion & Communication Team

We are inviting applications for the position of **Promotion & Communication Assistant** (Part-time 20 hours per week)

The successful candidate is expected to:

- Contribute and monitor promotional campaigns across several social media platforms
- Conduct research and analyze data to identify and define target audiences
- Compile and present creative ideas and strategies
- Co-ordinate promotional activities and events
- Design promotional material in accordance with brand guidelines
- Manage the production and performance of multimedia content
- Write and proofread creative copy
- Maintain the website and track data analytics

The ideal candidate should:

- Possess post-secondary education
- Have at least 3 years' experience in a similar role
- Have good knowledge of office management systems and procedures
- Be skilled in using Canva and WordPress
- Have excellent time management skills, multitasking, and prioritisation abilities
- Be able to display precision and attention to detail
- Have excellent written, verbal, and interpersonal communication skills

- Be a team player
- Be flexible and adapt to the schools' needs even at short notice
- Additional qualifications and courses in the field will be considered an asset

Interested candidates should email their application to recruitment@chsmc.edu.mt by no later than Monday 22nd January 2024.