

JOB DESCRIPTION

COMMUNICATION OFFICER, WORK-STUDY POSITION



Job title	Communication officer, work-study position
Languages	Bilingual or good knowledge of English and French
Job type	Part-time - Work study position
Teacher hours	Approximately 2 to 3 days per week / flexible
Work location	Lab School Paris - Paris and/or Montreuil campuses.
Starting date	August 2025
Remuneration	Salary from €1,500 depending on profile, on the basis of half-time annualized.
Experience	Experience in communications for schools appreciated
Degree	Master 1 or 2 in a communications studies program

Lab School Paris is an innovative, bilingual, community-based, secular school. In 2024-2025, it welcomed 122 students from the 1st to the 11th (IB) grade. Its pedagogy is inspired by the contributions of pioneers in educational innovation such as John Dewey, Célestin Freinet, Paulo Freire and Maria Montessori, as well as current research (educational sciences, psychology, sociology, cognitive sciences).

Lab School Paris is recruiting a person to be in charge of the school's communications. Working in close collaboration with the rest of the team and management, this person will be responsible for implementing a communications strategy to raise the school's profile.

The Communications Officer will work as part of an international team comprising French and English-speaking teachers, a support team and a management team.

MISSIONS (non-exhaustive)

- Manage social networks (LinkedIn, Instagram and Facebook) by preparing posts on news as well as school life
- Share publications and information with parents via the communication channel
- Be present in classrooms and on site to take photos and film (while taking care of image rights) for content creation + Recording at certain events
- Organization of all communication content on the drive
- Editing skills for certain events/announcements to be shared
- Management and maintenance of the Wix site:
 - Update of news in the “News” tab
 - Put events online, such as Semaine du Bonheur à l'école (Happiness Week at School), using forms and then exporting the data.
 - Manage the monthly newsletter, which includes all news from the past and future months
 - Updating the team, events, extra-curricular activities, day-care activities, recruitment of new positions, if necessary.
- Promoting the school:
 - Call relocation agencies/education consultants/schools that don't offer all levels, to introduce them to the school, and invite them to visit if they don't already know about it
 - Keep an up-to-date record of contacts made and to be made
 - Update information in free and paid directories as necessary
 - Monitor Lab School's paid communication subscriptions
 - Creation of the annual Activity Report
 - Manage HelloAsso for upcoming events
 - Record, edit and publish the 5th/4th graders' podcast using the school's own equipment (lapel microphone and camera).

- Follow-up of the info mail as back-up for the coordinator
- Networking to find parents looking for a school like Lab School Paris
- Put recruitment advertisements on line, as well as layout of job descriptions.

SKILLS AND ABILITIES REQUIRED

- Sense of teamwork and understanding of support functions
- Rigor, organization, autonomy, creativity, adaptability and versatility
- Responsiveness, initiative, openness
- Enjoy contact with young people and working with teachers
- Good command of IT tools:
 - Wix
 - Canva
 - Photoshop (or equivalent)
 - Première pro (or equivalent)
 - Office suite
 - Google Suite
 - Teams

CONDITIONS

- Adhere to the values of educational benevolence and the pedagogical project and undertake to respect them (see the school's website www.labschool.fr).
- Experience in a similar position would be a plus

WORKING LOCATION

Lab School Paris or Montreuil, depending on current needs

- 38 rue Parmentier - 93100 Montreuil
- 46 rue de Montreuil - 75011 Paris

To apply, please send your CV with a cover letter
to **recrutement@labschool.fr**