

Job Description - EA to Executive Director cum Social Media Coordinator

We are looking for a dynamic, detail-oriented professional to support the Executive Director while also managing the school's social media presence. The ideal candidate will combine strong organizational skills with creativity and digital fluency.

Key Responsibilities:

- Manage the Executive Director's schedule, meetings, and correspondence
- Draft official communication, reports, and presentations
- Coordinate with internal teams and external stakeholders
- Plan, create, and manage engaging content across social media platforms (Instagram, Facebook, LinkedIn, etc.)
- Track performance metrics and suggest improvements for online reach and engagement
- Ensure confidentiality and maintain a high standard of professionalism

Requirements:

- Postgraduate degree (media/communications background preferred)
- Excellent written and verbal communication skills
- Proficiency in MS Office, Canva, and social media management
- Minimum 3 years of relevant experience
- Strong organizational, multitasking, and interpersonal skills
- Female candidates preferred