International School of Paris
Educating *for* complexity

Communications and Engagement Officer

Contract: Fixed-term contract (CDD), December 2026 to July/August 2027

Reports to: Advancement & Engagement Director

The Communications and Engagement Officer is a creative, hands-on member of the Advancement Department. The role brings the ISP brand and educational experience to life through distinctive digital content, targeted marketing initiatives and meaningful engagement with the School's community. Working across campuses and with internal and external partners, the Communications and Engagement Officer will play an active role in strengthening ISP's visibility, reputation and community connections.

Brand and Content

- Plan and create high-quality content for ISP's digital channels, with a strong focus on short-form video.
- Own the content journey from concept to publication: spot strong stories, capture and edit assets, write copy and tailor content for different audiences and platforms.
- Manage the content calendar and publish timely, engaging content across social media, the website and other priority channels.
- Act as a brand champion, ensuring that ISP's visual identity, tone of voice and key messages are applied consistently.
- Maintain an organised library of current photo, video and audio assets in line with image-consent, safeguarding and data-protection requirements.

Digital Communications

- Bring fresh ideas to existing communications initiatives and help turn them into activity that strengthens ISP's reputation and supports recruitment, retention and wider Advancement priorities.
- Coordinate campaign activity across social media, web, email and relevant external channels.
- Monitor reach, engagement and campaign performance, using insights to improve future content and activity.

Community Engagement

- Contribute ideas and support engagement initiatives for parents, alumni, partners and the wider Paris community.
- Build relationships with the PTA, alumni, cultural and corporate partners, embassies and other community organisations.
- Enhance school and external events through promotion, content capture, partner coordination and on-the-day delivery.

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Internal Communications and Publications

- Write, edit and proofread selected internal and external communications, ensuring clarity, accuracy and a consistent ISP voice.
- Manage and refresh website content, working with colleagues to ensure that information remains accurate, relevant and engaging.
- Coordinate priority publications and content projects, including the annual school yearbook.
- Partner with the Advancement Officer to deliver priority communications efficiently, with clear ownership of creative content, routine production, distribution and data workflows.

Profile

- Strong creative instincts and a portfolio of digital content, ideally including short-form video and audio.
- 2-5 years relevant experience in the field.
- Confident with social media publishing and social-first content creation and editing tools; graphic design skills are an advantage.
- An excellent communicator in written and spoken English; French and/or other languages are an advantage.
- Proactive, curious and highly organised, with the confidence to bring forward ideas, test new formats and move projects from concept to delivery.
- Sound judgement and the ability to work sensitively in an international school environment.
- Comfortable building relationships with students, families, colleagues, senior leaders and external partners.
- At ease with multiple simultaneous projects and short deadlines.

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The position is based at the International School of Paris in the 16th arrondissement of Paris.

The contract will be a full-time contract (35 hours a week).

Interested candidates should send a resume/CV and a letter of application outlining suitability and fit for the position, along with details of three professional referees including email addresses, to jobs@isparis.net before October 15, 2026.

Please note that a minimum of one reference from your current or most recent employer is a mandatory requirement.

Selected candidates will be invited to an interview and undergo pre-recruitment procedures. In accordance with our Child Protection Policy, they will also be asked to provide official criminal background checks from all countries in which they have lived in for the last 10 years.

ISP reserves the right to close applications early if a suitable candidate is selected prior to the deadline.