



Oklahoma School of Science and Mathematics

Digital Communications Coordinator

The Oklahoma School of Science and Mathematics (OSSM) is seeking a creative, motivated, and highly organized Public Information Officer to lead digital communications and storytelling efforts across the institution. This position is ideal for an individual who understands modern social media platforms, enjoys capturing engaging content, and can communicate the OSSM story to students, families, alumni, donors, and the broader community.

The ideal candidate is innovative, adaptable, collaborative, and comfortable working in a fast-paced educational environment while managing multiple communication platforms and projects.

OSSM is an academic emphasis, 2-year, residential high school located in Oklahoma City, Oklahoma. OSSM consistently ranks as one of the top 10 high schools in the United States (currently ranked 11th by Niche.com and 2nd by Wall Street 24/7).

Essential Duties and Responsibilities

- Manage and maintain OSSM website content and digital communications
- Develop, schedule, and manage content across social media platforms
- Support communication and promotional efforts for the school, Admissions Department, and OSSM Foundation
- Capture photo and video content at school events, activities, programs, and campus initiatives
- Edit and produce digital content for use across websites, social media, newsletters, and promotional materials
- Create and disseminate press releases, announcements, and public information materials
- Develop and distribute monthly parent newsletters and other stakeholder communications
- Create, develop, design, and produce the annual OSSM yearbook (no ad sales responsibilities required)
- Collaborate with faculty, staff, students, alumni, and community partners to highlight school achievements and campus life
- Monitor social media engagement and assist in maintaining a consistent institutional brand and voice
- Support special events, recruitment efforts, and public relations initiatives as assigned

Preferred Qualifications

- Experience creating and managing content for social media platforms and websites.
- Strong understanding of current social media trends, digital engagement, and online communication strategies
- Experience with photography, videography, graphic design, or digital media editing tools preferred
- Excellent written and verbal communication skills

- Ability to work independently, manage deadlines, and balance multiple projects
- Experience with platforms such as Instagram, Facebook, LinkedIn, YouTube, Canva, Adobe Creative Suite, or website content management systems preferred
- Relevant professional experience, portfolio work, freelance work, internships, student media, or demonstrated success in digital content creation may be considered in place of a formal degree

Education and Experience

- Bachelor's degree in communications, journalism, marketing, public relations, digital media, or a related field preferred but not required
- Candidates with demonstrated experience, strong portfolios, and proven success in content creation and digital communication are encouraged to apply regardless of traditional education pathways

Desired Characteristics

- Creative and forward-thinking
- Professional and dependable
- Strong interpersonal and collaborative skills
- Passion for storytelling and education
- Self-starter with initiative and attention to detail
- Comfortable engaging with students, families, staff, and community stakeholders

OSSM values creativity, initiative, adaptability, and authentic communication. We are seeking an individual who can help tell the story of our students, programs, and mission in compelling and innovative ways.

Application Procedure

Email letter of interest, resume, and the names, addresses, and telephone numbers of three references to:

Talita DeNegri, Executive Assistant to the President
Oklahoma School of Science and Mathematics
talita.denegri@ossm.edu
405-521-6439

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