

JOB DESCRIPTION

Job Title: Public Relations Manager

Name of Organization: Universal School, (www.universalschool.org)

Location of Position: Bridgeview, IL

Type of Organization: PreK-12 Education

Reports To: Principal

Status: Full-time (Exempt)

General Description

The Public Relations Manager (“Manager”) is responsible for Universal School’s general outreach and engagement efforts to the various stakeholders and potential supporters, carefully designed to cultivate more targeted, meaningful, and impactful relationships. The most important stakeholder categories are Alumni, potential students and their parents; as such, the Manager will design, create and implement the school’s outreach programs to Alumni and potential students and their parents. The Manager coordinates all aspects of the outreach programs and events from conceptual pre-planning through post-event follow up and evaluation.

The Manager reports to and receives administrative direction from the Principal and working closely with other members of the administrative team. The Manager will have a strong commitment to supporting the Mission, Vision, and Core Values of Universal, and will actively participate in school sponsored activities and programs.

History, Purpose, Direction of Organization

Universal School is a leading private, Independent Islamic school which has been transforming the lives of young men and women and their communities since 1989. Situated in the heart of the Southwest Suburbs of Chicago, Universal, serves students from the entirety of the Chicago land area and northwest Indiana. Many families relocate to Illinois specifically to enroll their children at Universal School. Universal has had three expansions since its inception and is embarking on its fourth expansion adding a state of the art sportsplex. The school also continues to innovate in its curriculum and programs while ensuring that its students acquire the necessary knowledge of Islam and the Arabic language and are inculcated with Islamic values that enable them to be positive contributing American citizens while proudly living their faith.

The School has a diverse student population, with current enrollment at of 683 students. Despite a relatively young 30-year history, Universal has over 800 alumni attending Universities all across the United States.