INTERNATIONAL SCHOOL NADI

WE ARE HIRING

Join our team

Marketing, Communications and Events Officer

International School Nadi (ISN) is seeking a creative, organised and enthusiastic Marketing, Communications & Events Officer with excellent communication and organisational skills, a commitment to high standards and the ability to manage multiple priorities.

This role would suit a recent graduate or early-career professional looking to develop their career in marketing and communications while contributing to the continued success and reputation of an exceptional school. Fiji-based applicants with the required skills and experience are strongly encouraged to apply.

About the Role

Plan and deliver marketing and communications, including social media, website content, newsletters and promotional materials; support admissions enquiries and open days; plan, coordinate and run school events; coordinate the After-School-Activities (ASA) program, including the termly activity schedule, student registrations, attendance, external providers and parent communication; uphold student safety and wellbeing; and work closely with staff, students, parents and the wider community.

About International School Nadi

Established in 1992, International School Nadi is an independent, coeducational, non-profit school for students aged 3–18. ISN is an IB Continuum School offering PYP, MYP and DP. We value a supportive, collaborative environment where staff wellbeing, professional growth and teacher autonomy are encouraged.

Qualifications & Experience

- Diploma or degree in Marketing, Media and Communication, Journalism or a related field, completed or nearing completion.
- Strong writing, editing and proofreading skills.
- Competence in design, photography and digital tools, including Canva.
- Practical experience, including creating and scheduling social media content, gained through employment, internships, volunteering or study projects.
- Experience updating websites, supporting events or coordinating activities would be an advantage.

What We Value

- Strong work ethic, reliability and pride in quality work.
- Excellent communication and a friendly, approachable manner.
- Strong organisation, time management and attention to detail.
- Creativity, initiative and practical problem-solving.
- Respectful teamwork, cultural awareness and an inclusive approach.
- Commitment to child safeguarding and student wellbeing.
- Flexibility to work afternoons and occasional evenings or weekends for events.

What ISN Offers

- A fortnightly salary reflecting qualifications and experience.
- Discounted school tuition for eligible dependants.
- Access to professional development opportunities and funding to support IB expertise and professional growth.

HOW TO APPLY

Complete the ISN online application form or visit our website to access the application link. Please submit your completed application form and all supporting documents by **30 November 2026**.

ISN is committed to safeguarding and promoting the welfare of children. All appointments are subject to interview, satisfactory references and police background checks. Teaching staff must meet FTRA requirements.

International School Nadi reserves the right to appoint a suitable candidate prior to the closing date.
Only shortlisted applicants will be contacted.