

Coordinator, Community Relations

School District Job Description

Position Title: Coordinator, Community Relations

Department: Community Relations

Reports To: Superintendent / Assistant Superintendent

SUMMARY: Responsible for the services related to information, communication, and community activities of the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties maybe assigned.*

- Works with administrators, staff members and community volunteers in planning and developing public relations programs and strategies
- Arranges for and conducts public contact programs designed to meet District's objectives.
- Coordinates & supervises the planning, production & distribution of district publications, internal and external.
- Represents employer during community projects and at public, social, and business gatherings.
- Coordinates internal / external flow of communication information.
- Coordinates production & distribution of information packets.
- Coordinates special events and recognition receptions.
- Maintains information on district web sites.
- Maintains bulletin board for cable cast on Channel 15.
- Maintains district calendar.
- Prepares news releases.
- Gathers information and produces building and district reports to comply with state.
- Assists school personnel in writing and producing newsletters and press releases.
- Makes and receives telephone calls, takes messages, routes calls.
- Serves as a confidential secretary to the Assistant Superintendent
- Participates in service training and district meetings as required.
- Distributes mail and greets visitors in the absence of the Secretary to the Superintendent

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED); one to three months related experience. Knowledge of Microsoft Office Suite, Dreamweaver, Fireworks, Adobe Pagemaker and Adobe Acrobat Reader.

CERTIFICATES. LICENSES. REGISTRATIONS:

None

EVALUATION: Performance of this job will be evaluated on the basis of annual community relations goals.

TERMS OF EMPLOYMENT: Twelve month employee. Salary and benefits to be established by the Board of Education.

