



COORDINATOR, PUBLIC RELATIONS

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Media and Communications Officer, the Coordinator of Public is responsible for developing and disseminating key messages to internal and external stakeholders about issues pertaining to the school division.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop and edit communications plans and multimedia presentations for internal clients.
- Provide media relations, crisis communications and issues management counsel to schools and departments.
- Write and disseminate news releases, media advisories and public announcements.
- Write feature stories and content for inclusion on division website, blogs, and social media channels.
- Produce printed and digital materials including brochures, flyers, and booklets.
- Develop and conduct periodic training in communications/public relations/personnel development.
- Organize and/or assist with special projects and events.
- Serve as spokesperson for the school division and respond to media and public requests for information.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a comprehensive knowledge of the principles, practices, and procedures of public, community and media relations. Training and experience in crisis/emergency communications preferred. Successful coordinators have excellent oral and written communication skills; ability to conceptualize, initiate, monitor and evaluate new and/or current communication programs and outreaches; ability to leverage social media platforms as a communications tool; ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff and associates; and, the ability to work well under pressure handling regular and after-hours emergencies. Video production experience and strong story-telling skills are also beneficial.

EDUCATION AND EXPERIENCE

Required: Bachelor's Degree in English, journalism, education, mass communications, or related subject.

Must have considerable experience as a Public Relations Specialist.

Preferred: Master's Degree in English, journalism, education, mass communications, or related subject.

Training and/or experience in crisis/emergency communications.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.