

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
August 13, 2024



TITLE: Communications & Community Engagement Specialist
LOCATION: District Office
HOURS: 4 Hours Per Day (9:00am – 1:00pm with some schedule flexibility for District events)
CALENDAR: 223 Days Per Year; August – June (will be prorated based on start date)
SALARY: \$25.28 - \$35.00 Per Hour (Range I)
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: September 16, 2024, or when filled
APPLICATION DEADLINE: Open until filled

JOB PURPOSE STATEMENT/S: The position of Communications and Community Engagement Specialist is for the purpose of assisting the Chief Communications Officer in generating in the community at large a climate of understanding of the district's efforts to provide each student with the best possible education in an increasingly complex and sophisticated world. The specialist is responsible for creating and/or editing content for a host of district communication outreach tools including, but not limited to, social media pages, district website, and newsletters.

ESSENTIAL JOB FUNCTIONS:

- Create regular, relevant written and video content for district webpage and social media pages.
- Compose and design documents (e.g., correspondence, agendas, minutes, flyers, newsletters, brochures, fact sheets, etc.) and prepare presentation materials (PowerPoint, Excel charts, etc.) for the purpose of communicating information to internal and external audiences.
- Prepare written materials (e.g. brochures, newsletter, graphics, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Create, update, and maintain specified pages and information on district and school websites.
- Respond to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- Evaluate situations (e.g., involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Handle sensitive material in a confidential manner.
- Assist in Bond election communications.
- Assist in the maintenance of an internal communication system so employees are informed and engaged in district and building issues and news.
- Assist with preparation, editing, and distribution of special publications such as recruitment brochures, orientation brochures for new teachers and staff members, information brochures for the parents of students new to the district, and other publications, as requested.
- Perform a variety of clerical work in support of the assigned office, including proofreading, checking and recording information on records; making and distributing photocopies.
- Process documents and materials (e.g. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties.
- Integrate charts, data, photographs, video, documents, flow charts, graphics, etc. into web design and social media and other communications.
- Photograph or video events or individuals, as needed.
- Facilitate support and serve school and department web managers, acting as a coach to help them keep their web sites attractive and up to date.

OTHER JOB FUNCTIONS:

- Attend meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Perform other duties, as assigned.

JOB REQUIREMENTS – QUALIFICATIONS:

- **Experience Required:** Prior job related experience.
- **Skills, Knowledge and/or Abilities Required:**

Skill to operate office equipment including use of computer and desktop publishing applications for the purpose of developing and distributing public information in profession formats and brochures. Skill in database management,

proficiency with Microsoft Office suite, Google Docs, Gmail, and Google calendar. Excellent communication skills, both written and verbal form, use of correct spelling, grammar and punctuation. Photography, photoshop, iMovie, and Final Cut Pro skills preferred.

Knowledge of communication and public information principles, appropriate laws, codes, and regulations.

Ability to sit for prolonged periods, work under supervision accurately and with attention to detail, understand and carry out oral and written instruction. Ability to respond effectively to multiple conflicting priorities, continuously prioritizing and reprioritizing projects and situations to respond to unexpected changes. Ability to utilize time and to accomplish tasks. Ability to work independently without supervision, as well as work effectively in a team setting. Ability to utilize current and advanced technology tools to enhance effective public relations. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

Commitment to racial equity.

Ability to speak a second language preferred.

- **Education Required:** High School diploma or equivalent. Associate's or Bachelor's degree, or equivalent work experience preferred.
- **Testing Required:** Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment).

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel. Reports to Chief Communications Officer.

APPLICATION PROCEDURE:

All applicants, including current employees, are required to apply through [TalentEd Hire](#):

External Applicants:

- Apply through [TalentEd Hire](#).

Internal Applicants (Current Employees):

- Apply through [TalentEd Hire](#) by clicking on "Internal" in the upper right-hand corner. First time users will need to create their own "Internal" account using their Centennial email address. For users who already have created their "Internal" account, simply enter your username and password at the top of the page. Follow the prompts, which will include typing a cover letter and attaching a resume.

For information about the position, contact:

Christine Andregg, Chief Communications Officer
Email: christine_andregg@csd28j.org

For questions about applying, contact:

Shannon Burley, Human Resources Secretary
Email: shannon_burley@csd28j.org