



NEW: Submitted:
12/02/2020 12/01/2020

JOB TITLE:	COORDINATOR COMMUNICATIONS AND INFORMATION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	I I/GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8139
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides assistance in implementing and developing programs that increase awareness of key District initiatives within key internal and external audiences.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in the development of publications and other materials designed to update and inform all District employees

Generates articles and other stories that highlight the District's strategic plan

Assists in the organization of key employee events

Develops, writes and coordinates recognitions for Jefferson County Board of Education meetings

Produces daily and weekly newsletters to families and employees to continue a consistent form of communication to our community

Assists in the development of a social media strategy to promotes District information for stakeholders

Assumes the responsibility of overseeing content displayed on JCPS social media platforms and assists with content development of key stories for the District website

Develop ideas to present to members of the media recognizing success in the District and spotlighting student achievement

Records and edits short videos to share on social media around District initiatives, events, or programs at schools

Produces content for JCPS videography department

Completes all trainings and other compliance requirements as assigned and by the designated timeline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Two (2) years of experience writing speeches, news releases, and other internal/external communications

Two (2) years of experience working directly with members of the media

Two (2) years of planning and managing internal/external events

Effective communication skills

DESIRABLE QUALIFICATIONS

Prior experience in an educational institution

Prior experience in a diverse work place