



NEW: Submitted:  
05/05/2021 05/04/2021

JOB TITLE:	EVENT ASSISTANT COMMUNICATIONS COMMUNITY RELATIONS
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8687
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Provides support and assistance to the Communications Department with various community events centered on District initiatives. Responsibilities will also include coordinating internal and external events to help communicate information to employees and key stakeholders. Performs cross-departmental project management and implementation.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates activities, projects and programs designed to improve community relations for the district

Conducts marketing related customer service training for staff as part of new employee orientation

Assists in the coordination of the Superintendent's Student Advisory Council meetings

Organizes and facilitates ExCEL Award presentations across the district, as well as the ExCELebration event at the end of the school year

Coordinates the yearly retirement dinner for outgoing employees

Organizes and coordinates activities for the State of the District and Vogt Achievement Scholarship Luncheon.

Assists with the District's administrator kick-off event before the start of the school year

Provides assistance for the annual event, Showcase of Schools

Visits schools and other sites to survey their fitness for designated events

Serves as on-site event coordinator, physically placing necessary materials, managing setup and vendor/participant logistics

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

Performs other duties as assigned by designated supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, carrying or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

#### MINIMUM QUALIFICATIONS

High School diploma or G.E.D

At least one year experience in related field

Ability to establish and maintain rapport with a variety of people and different community groups

General knowledge of the district, good organization and planning skills, and basic computer operations

Effective communication skills

DESIRABLE QUALIFICATIONS

Extensive knowledge of the school district’s programs and operations as well as the dynamics of Jefferson County.

Experience in a diverse workplace

Demonstrated understanding of event coordination logistics