



POSITION AVAILABLE

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Interested candidates must apply online at www.lcisd.org/careers

POSTING DATE: 06/19/2018

CLOSE DATE: 07/03/2018

OPEN

VACANCY NUMBER: 00003592

LOCATION: Administration Building

POSITION: Communications Coordinator

JOB QUALIFICATIONS: **Minimum Education/Certification:**

- Bachelor's degree required in the areas of journalism, English, public relations or communications preferred
- Valid Texas Driver's License
- Eligible for coverage under the District's vehicle insurance program

Special Knowledge/Skills:

- Excellent verbal, written and interpersonal communication skills
- Ability to write well under strict deadlines
- Good organizational skills

- Proficiency with current technology for performance of duties
- Excellent analytical, critical thinking and judgment skills a must
- Knowledge of the unique District community and civic organizations desirable
- Ability to take photographs at campus and district events, if necessary

JOB DESCRIPTION:

Primary Purpose: To disseminate information to the public and Lamar CISD staff. Provide support to the Director of Community Relations in writing, editing and proofreading District online and printed publications, including the District's internal and external newsletters, scripts, brochures, flyers, e-newsletters, social media posts, etc. Assist with the coordination of special programs and District events.

DUTIES AND RESPONSIBILITIES:

Major Responsibilities and Duties

School/Organizational Climate

1. Disseminate information to the media, public and school District staff.
2. Provide support to the Director of Community Relations in writing, editing and proofreading District online and printed publications, including the District's internal and external newsletters, scripts, brochures, flyer, social media posts, etc.
3. Serve as the primary editor/writer for the District website, internal and external newsletters, e-newsletter and other publications.
4. Generate stories for multiple communication platforms.
5. Provide accurate and updated text to the District webmaster for the website and assist with the website design.
6. Assist as a communications liaison between the news media and the District. Prepare and distribute news releases and assist with requests for information.
7. Develop a campus communications coordinator network and meet with the group, as needed
8. Provide training on news writing to campus coordinators and other District staff, as needed.
9. Assist principals and other administrators with communications support and guidance.
10. Photograph District programs and events for publications and presentations, if necessary.
11. Keep appropriate files of written documents, letters, events, photographs and other information for the District and each campus.
12. Determine appropriate communications for target audiences.

School/Community Relations

1. Help the Director of Community Relations ensure that all community relations and communication activities contribute to the attainment of district goals and objectives.
2. Participate in a positive, caring climate for learning.
3. Assist with the coordination of special programs, such as incentive coupon partnerships for campuses.
4. Participate in the activities of various groups and organizations within the community to foster better school/community relations.
5. Provide general support regarding the planning and execution for District events and activities coordinated by the Community Relations Department.
6. Other duties as assigned by supervisor or designee.

**REQUIRED
EXPERIENCE:**

Minimum Experience:

- Previous experience working with public schools and/or the media preferred

**OTHER
INFORMATION:**

Working Conditions: Mental/Physical Demands/Environmental Factors: Ability to concentrate (detailed work), communicate effectively (verbal and written); interpret policy, procedures, and data; reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate district functions, compile, compute, instruct, and maintain emotional control under stress. Moderate lifting and carrying (15-44 pounds), sitting, climbing, pulling, pushing, repetitive hand motions, hearing, speech, visual acuity, distinguishing colors, driving, travel (frequent Districtwide and occasional statewide), photography, prolonged or irregular hours.

APPLY TO:

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

SALARY:

Pay Grade: 3 (\$260.09 - \$317.18 per day entry level)

FROM - TO -

GROUP / GRADE:

Wage/Hour Status: Exempt; Reports To: Director, Community Relations; Date Revised: June 2018

DAYS: