

**Subject: Vacancy – Job # 7432710 (226 Days)**  
**Title – Communication Coordinator**  
**Dept – Marketing Services**

### **QUALIFICATIONS**

- Bachelor's Degree preferred from an accredited university in journalism, communications, marketing, public relations, or related field
- Three to five years of professional experience in journalism, public relations, marketing, communications or Human Resources
- School public relations experience preferred
- Ability to work with corporate partners on different projects (volunteer, promotion, event management)
- Day to day knowledge of the functions of a non-profit organization
- Understanding of brand marketing
- Knowledge on how to create procedures and work flows
- General knowledge of traditional and non-traditional media; understanding of Dallas Media Market preferred
- Project Management experience with the ability to effectively handle multiple projects and deadlines simultaneously
- Experience planning events, event management, and event coordination
- Experience working with diverse populations a plus
- Self-motivator with the ability to work independently with minimal supervision
- Ability to work on fast pace environment
- Excellent computer skills with knowledge of MS Windows and MS Office Professional

### **BASIC FUNCTIONS**

- Plan and execute strategic and timely marketing plans that are results driven
- Organize and support speaker bureaus and symposiums designed to educate stakeholders on district initiatives and strengthen the district's brand
- Plan, communicate and integrate the district's core beliefs throughout the organization
- Work with various departments such as Volunteer Services and Parent Services to increase volunteerism in district schools and provide additional resources to district parents
- Seek ways to expand outreach to external audiences via traditional and nontraditional media
- Assist in recognizing and rewarding excellent employee service, both instructional and non-instructional, with a robust employee recognition program
- Assist in recognizing and rewarding campus successes
- Assist in communicating stories of instructional and non-instructional staff
- Support training of school leadership teams and instructional and noninstructional staff on district initiatives
- Seek ways to improve culture and expand outreach to staff
- Perform all other tasks and duties as assigned

**Salary commensurate with education and experience**

***Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the chief officer – Human Capital Management.***

**A security check and disclosure of family relationship information is required for all positions.  
No telephone calls please.**

**EQUAL OPPORTUNITY EMPLOYER M/F/H**

If interested apply online at [www.dallasisd.org](http://www.dallasisd.org)