

Staff Writer

Pay Range \$36,500 – \$52,000. Salary will depend on experience and qualifications
Health insurance supplemental payment of \$500/month

Date Available

May 2017

Job Overview

This position with Unify Community Network, LLC, will be physically located in the Frisco ISD Communications office, 5515 Ohio Dr., Frisco, Texas 75035, reporting jointly to the FISD Executive Director of Communications and to Unify Community Network's Director of Communications. Day-to-day supervision and direction will come from FISD Communications. As Unify grows and expands into other communities, the person who holds this position may be considered for advancement within Unify.

The successful candidate in this writing-intensive position will support FISD Communications with daily implementation of FISD communications objectives, which for this position, are considered the objectives of Unify. Tasks include:

- Public relations planning
- Writing for online, print, and video/TV
- Special events management
- Digital photography/photo editing
- Producing and editing short video clips

Qualifications

Entry-level position, 1-2 years' experience preferred.

- Bachelor's degree required. Focus on journalism, communications or writing preferred.
- Proficient in writing, editing and photography.
- Valid driver's license and reliable transportation.

Special Knowledge/Skills

- Exceptional grammarian and proficient in AP Style.
- Ability to meet established deadlines while working multiple projects.
- Outstanding attention to detail.
- Effective organizational, communication and interpersonal skills.

Major Responsibilities and Duties

- Serve as district reporter for newsgathering.
- Write articles and produce short video clips for district publications and for use on Unify Community Network.
- Use proper writing styles for a variety of media (print, electronic, news releases, web, social media).
- Skill in using multiple communication media to convey internal and external information.
- Cover events during week, evenings and weekends, both as district reporter and photographer.

- Ability to address delicate issues with positivity and sensitivity in writing style.
- Demonstrate solid understanding of social media and apply to FISD endeavors.
- Periodically conduct review of all new and existing web, print and other written content.
- Work both independently with minimal direction and collaboratively as part of a larger team.
- Meetings and correspondence with Unify Communications Director as requested.
- Assist with other duties, as assigned.

Frisco Independent School District

5515 Ohio Dr., Frisco, Texas 75035

Chris Moore, Exec. Director of Communications & Community Relations

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Unify Community Network, LLC

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