



Job Title: **Community Relations Associate**

Department: **CAB**

Supervisor: **Chief of Staff and Directors of Communications**

Lane Placement: **ESP-9**

Schedule: **Hours Vary/242 days**

FLSA Classification: **Non-Exempt Part Time Hourly**

## **JOB DESCRIPTION**

Under the supervision of the Chief of Staff and the Directors of Communication, the **Community Relations Associate** will be responsible for assisting the Offices of Chief of Staff, Government Relations, Public Communications and the Education Foundation with developing, writing, researching, and editing content for District-sponsored print publications, official correspondence, Web and social media sites, promotional campaigns, events, and public presentations. The successful candidate must demonstrate proficiency in professional writing, editing and presentation techniques to help disseminate relevant and engaging information to the public.

**All employees are required to participate in the District evaluation process. It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canvonsdistrict.org](http://www.canvonsdistrict.org)**

## **ESSENTIAL FUNCTIONS.**

- Assist in writing and editing tasks as directed by the Directors of Communications.
- Assist in presentation preparation as directed by the Chief of Staff and Directors of Communication.
- Assist in preparing and compiling information requested by the Board of Education.
- Assist in the planning of official District-sponsored events.
- Assist in maintaining the print and delivery schedule of District newsletters and other correspondence.
- Reply in a timely manner to phone, written and in-person requests for information.
- Provide excellent customer service to District staff, students, schools and patrons.
- Maintains confidential information and files.
- Completes other duties as assigned.
- Attend on- and off-site departmental and District meetings.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned.

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATIONS:**

- Requires Bachelor's Degree in journalism, English, marketing, public relations or a related field.
- Requires at least 7 years of professional writing, editing or public affairs experience.
- Experience writing for an education institution or agency preferred.
- Requires ability to write clear and concise content for print and online publications and social media sites.
- Requires experience with word processing, editing and design software.
- Requires experience with PC and/or Mac systems.
- Requires excellent interpersonal and communication skills.
- Requires demonstrated ability to organize and prioritize in order to manage multiple projects simultaneously.
- Requires effective interpersonal communication skills. Must be able to interact with individuals and groups at all levels of the organization.
- Requires ability to interact in both structured and unstructured situations.
- Requires a willingness and ability to learn new skills.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

## **PHYSICAL REQUIREMENTS --- Not limited to the following:**

- Work requires physical exertion (mild lifting of 10 lbs).
- Must endure many interruptions.
- Will experience pressure and stress to meet deadlines.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

ADA \_\_\_\_\_ HR \_\_\_\_\_

Effective date 6/8/2020