

Coordinator, Communications

Purpose Statement

The job of Coordinator, Communications is done for the purpose/s of assisting the Director of Communications with planning, implementing, and maintaining internal and external communications for the ESD; developing effective marketing and/or informational materials; implementing and ensuring that department objectives are achieved within budget guidelines and in compliance with established regulations.

This job reports to Director of Communications

Essential Functions

- Collaborates with a variety of internal and external parties for the purpose of providing guidance in the development of materials, negotiating competitive bids and/or coordinating production.
- Compiles and develops graphics materials, information, etc. for the purpose of ensuring the availability of items as needed for presentations and/or publications.
- Conducts surveys for the purpose of gathering information that provides input to other staff useful in the implementation of their services.
- Coordinates and manages ESD materials and publications for the purpose of providing effective and consistent external and internal communications.
- Coordinates with other ESD personnel for the purpose of serving as a liaison and resource in disseminating information and/or promoting ESD programs.
- Designs marketing and informational materials in a variety of media for the purpose of disseminating information to staff and/or the public.
- Develops materials utilizing varied media for the purpose of communicating information and promoting achievements of the ESD and its programs.
- Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency's END: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
- Maintains a variety of manual and electronic documents, files and records for the purpose of ensuring availability of required information and/or documentation.
- Monitors a variety of media and or email inquiries for the purpose of ensuring accuracy of reporting and timely response to the public.
- Presents information about the ESD for the purpose of communicating information regarding the ESD's activities.
- Produces video presentations for the purpose of providing increased community awareness of the ESD's services and activities.
- Provides training in media communications to ESD personnel for the purpose of assisting staff in designing effective promotional, marketing and/or informational materials.
- Researches and writes on a variety of topics for the purpose of developing the electronic newsletter.
- Responds to inquiries and/or emergencies for the purpose of providing direction and/or implementing established systems.

- Supports the Director of Communications for the purpose of assisting them in the completion of their administrative functions.

Other Functions

- Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

AGENCY-WIDE COMPETENCIES

CULTURAL PROFICIENCY: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's END and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

RACIAL EQUITY ADVOCATE: Recognizes, supports, and engages in dismantling institutional racism. Partners with, and is accountable to stakeholders, including children, families, and communities of color.

RACIAL EQUITY MINDSET: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

TRANSFORMATIONAL VALUES: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency's culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

JOB-SPECIFIC COMPETENCIES

PLANNING, ORGANIZATION, AND PRIORITIZATION: Assesses the work to be performed, and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.

PROJECT MANAGEMENT: Manages all stages of a project from ideation and planning to its successful completion and implementation.

SYSTEMS THINKING: Sees the integral, complex relationships of interconnected systems that need to work together for the whole to function successfully. Events and actions are seen in detail and in the larger context of a pattern that unfolds over time.

TEAMWORK: Works collaboratively with others to achieve shared goals and make decisions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job-related experience with increasing levels of responsibility is desired

Education: Bachelor's degree in job-related area

Equivalency: AA Degree with job related experience may substitute for BA Degree

Required Testing

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Education / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Exempt