

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Executive Assistant - Communications & Community Relations  
**Reports To:** Chief Communications Officer

#### **SUMMARY**

The Communications & Community Relations Executive Assistant will support all areas of the Communications & Community Relations Department.

#### **QUALIFICATIONS/REQUIREMENTS**

The Executive Assistant shall have earned a minimum of a high school diploma or its equivalent (Bachelor's degree is preferred); possesses strong communication, interpersonal, networking, and a high level of competence in office skills including extensive knowledge of computers and technology. Experience in marketing, communications, and/or journalism is preferred. Desktop publishing, social media platform knowledge, photography, and/or web design are also a plus.

#### **ESSENTIAL JOB DUTIES**

- Assists the Chief Communications Officer in all community relations and communications functions of the District.
  - Maintains a District calendar;
  - Responds to or forwards requests for information from patrons;
  - Assists with the dissemination of District communications;
  - Works with building administrators and secretaries to support communication efforts;
  - Supports department with all community engagement and outreach efforts;
  - Supports and helps set up community engagement meetings designed to inform stakeholders about school programs and activities, including GPS, CSIP, and the Superintendent's Roundtable;
  - Assists with planning and set up of District events;
  - Assists with recognition activities identified by the CCO and Superintendent;
  - Assists in District response to emergency school closings as well as crisis situations;
  - Writes and posts social media and web content;
  - Other duties as assigned by the Chief Communications Officer.
- Demonstrates initiative and independent judgment in establishing professional office routines while performing complex administrative and secretarial work.
- Acts as receptionist in answering the telephone, arranging appointments, and greeting visitors.
- Writes and edits correspondence and online content.
- Organizes and maintains appropriate filing systems.
- Maintains confidential nature of all school related matters.
- Assists the designated administrator in financial management of the office.
- Assumes responsibility for a wide variety of tasks associated with the Communications & Community Relations department.

**ESSENTIAL JOB DUTIES (cont'd)**

- Learns and utilizes new software programs as systems are upgraded.
- Prioritizes multiple tasks, work effectively under stress, meet short deadlines, take direction, and work independently with minimum supervision.
- Produces accurate work with frequent interruptions.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Chief Communications Officer.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.