Tigard Tualatin School District 23J

Job Description

Work Year: 260/261
Job Group: Confidential Manager
FLSA Status: Exempt
Salary: Column D

JOB TITLE: Community Relations Manager **REPORTS TO:** Director of Community Relations

GENERAL DUTIES SUMMARY:

The Community Relations Manager (CRM) furthers the district's mission for community engagement and communication strategies through authentic, culturally responsive connections and collaborations with district stakeholders and the broader community. The CRM manages the execution of the district's strategic communication plan in support of all schools, students, families, and programs. This position serves as a primary district liaison to families, community organizations, boosters, and non-profit partners. As a member of the community relations team, the CRM also supports the District Board, Superintendent, and Cabinet.

SUPERVISORY RESPONSIBILITIES:

Responsibilities include supervising, evaluating, guiding, directing, and training staff.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Strategize and implement the district's annual community and communications relations plan in close collaboration with the Director of Community Relations.
- Manage the district's public records request process and oversee in-district and inter-district transfer processes and board reporting.
- Oversee the district communication content calendar and systems, including boundary mapping updates and boundary assessment data.
- Coordinate district-wide translation and interpretation services and manage the department's budget, purchasing, and bookkeeping.
- Manage and execute district-related events, including back-to-school events, retirement recognitions, bond events, and community-based organization meetings.
- Serve as a liaison to community partners such as The Foundation for Tigard-Tualatin Schools, Tigard Turns the Tide, and local business or faith organizations.
- Provide training for district and school communicators to proactively manage social media and communication platforms.
- Fill in for the Director of Communications as needed to support crisis communication, media relations, and community partner engagement.

Marginal Duties and Responsibilities:

- Provide administrative support to the Director of Community Relations and perform other assigned duties.
- Contribute to the research, writing, and reporting for community relations-focused grants.
- Participate in professional development meetings, seminars, and conferences.

QUALIFICATIONS:

Minimum:

- Multicultural Relations: Demonstrated experience in multicultural community relations and grassroots community convening.
- Stakeholder Engagement: A commitment to providing high-quality service and support to diverse groups, including parents, students, booster organizations, and community partners.
- Digital Skills: Proficient in digital content creation, website editing, and social media platform management.
- Integrity: Ability to maintain high levels of integrity and confidentiality regarding sensitive student and staff information.
- Collaborative Leadership: Ability to work as a core member of the community relations/communications team and build strong relationships with the District Board, superintendent, and Cabinet.
- Conflict Resolution: Working harmoniously with others, especially in high-pressure situations or when managing sensitive information.
- Interpersonal Skills: Strong ability to communicate effectively with diverse stakeholders and work harmoniously with others.
- Technical Proficiency: Excellent computer skills, including Microsoft Suite, Google Suite, and student information systems.
- Digital Innovation: Staying current with emerging communication platforms and creative design tools.
- Local Community Knowledge: Understanding of the specific needs and demographics of the Tigard and Tualatin communities, as well as existing partnerships with organizations like Tigard Turns the Tide or The Foundation for TTSD.
- Public Records and Transfers: Detailed knowledge of public records request processes and inter-district transfer regulations.

Preferred:

- Spanish Proficiency: Proficient in Spanish interpretation and translation.
- Grant Management: Successful experience in grant writing and reporting.
- Campaign Management: Experience managing advocacy campaigns with successful outcomes.
- Leadership: Experience in leading trainings and contributing to a collective strategic vision**.**

EDUCATION and EXPERIENCE:

- A Bachelor's degree in a related field such as communications or public relations is recommended.
- Candidates should have experience in event management, staff supervision, and working in high-volume, fast-paced environments.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to talk and hear, and must frequently lift/move objects up to 10 pounds and occasionally up to 30 pounds.
- The position requires sitting at a computer terminal 6–8 hours a day, often in a busy and noisy environment with constant interruptions.
- This role involves significant interaction with staff, students, and the community, and includes occasional evening and weekend assignments to represent the district at community events.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and the Manager-Confidential Employee Agreement.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print)_____ **Date**_____

Employee Signature _____