

Cuyahoga Falls City School District

"Every Student, Every Day, Every Opportunity!"

June 23, 2021

School Year: 2021-2022
Location: Central Office
Position: Coordinator of Community Relations
FLSA Status: Exempt/Administrative Contract / Full-time / 260 day
Salary Range: \$57,665.00 - \$74,683.00
Anticipated Start Date: August 1, 2020

Applitrack Job ID: 1369

Description:

Responsible for the development and implementation of a comprehensive, district-wide, public relations / communications program to serve both internal and external stakeholders. See attached job description for more details.

Qualifications:

- Minimum of Bachelor's degree in public relations, communication, journalism, marketing, education or related field;
- Master's degree preferred;
- Acceptable report on BCII/FBI background investigations and drug screen;
- Minimum of five years of progressively responsible experience related to public relations, community engagement, community relations and/or marketing;
- Strong Working knowledge of complex organizations and public education;
- Experience with web design, social media, and other means of community outreach and engagement;
- Demonstrated skills in writing, editing and public speaking;
- Able to interpret data;
- Knowledge of modern office practices, procedures and equipment;
- Such alternatives to the above qualifications as Superintendent and/or Board of Education may find appropriate.

Applications will only be accepted via AppliTrack. Please be advised that we will no longer accept letters of interest for positions in a paper format, nor will they be accepted in an email. **NO PHONE CALLS PLEASE.**

Applications accepted as follows:

Internal / External Candidates Beginning: June 23, 2021
Application Deadline: July 7, 2021 or until filled

EQUAL OPPORTUNITY EMPLOYER

The Cuyahoga Falls Board of Education has dedicated itself to providing equal admission opportunities, equal education opportunities, and equal employment opportunities. It is the policy of the Board that no staff member, or candidate for a position, in this district shall, on the basis of race, color, religion, military status, national origin, creed or ancestry, age, sex, actual or perceived gender, actual or perceived sexual orientation, marital status, disability, or genetic information be discriminated against. Upon request to the Director of Human Resources, the District shall make reasonable accommodations for a person with a disability to be able to participate in this process.

Preferential consideration will be given to those applicants who are properly certified/licensed, and have met all federal and state statutory requirements of "highly qualified," in the core academic areas. All applicants must apply for the position and submit any supporting materials via the AppliTrack system. Simply click on the employment button on the district web site then go to "All Vacancies." If you wish to apply for this vacancy, click on "Apply," and complete the online application. **If you are an internal candidate, please apply under Internal Candidates.**