



Public Information Coordinator

Confidential/Exempt Position

STARTING DATE: 2022-2023 School Year
REPORTS TO: Assigned Supervisor
WORK YEAR: 220 days, 8 hours per day
SALARY RANGE: Appropriate step on Classified Exempt Employee Salary Schedule; Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Minimum of Bachelor's Degree (Advanced Degree preferred)
- Strong public relations skills substantiated by training and work experience
- Demonstrated skills in marketing, layout, graphic design and photography, including proficiency in spelling, proofreading and correct use of grammar with strong commitment towards public service to students and their families
- Demonstrated proficiency using technology equipment and software applications associated with the position
- Highly motivated self-starter with a passion for helping students and families understand value of career technical education
- Ability to interact comfortably/confidently with the public in multiple formats.
- Demonstrates social perceptiveness skills
- Ability to successfully engage students and parents and elicit trust from others with teamwork mindset
- Excellent oral and written communications skills, planning, organizational, and problem-solving skills
- Comply with drug-free workplace rules and board policies and documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Prepares and coordinates all public information/communications in conjunction with the Superintendent or Board President
- Communicate regularly with member-school personnel and GCCC staff, students, parents, administration and Board members
- Prepare public relations materials including print, social media and other marketing formats to promote the career center
- Secure administrative approval prior to print/distribution of material
- Schedule appropriate tours, preparation of materials and assist in training student ambassadors and staff in recruitment strategies for the Career Center
- Assist as needed in coordinating and publicizing the district's Career Awareness Days, Greene Days and 8th Grade Tours
- Attend monthly board meetings and prepare or coordinate board summary reports as directed
- Plan, produce and distribute district newsletters meeting all production timelines and working within assigned budget
- Attend public relations or other public appearances as directed to promote, obtain, video graph or photograph school related events
- Collaborate with administrators to respond to media requests for information, assisting with news stories, public information and social media communications
- Assist with maintaining the district website as directed
- Work with building staff to develop articles publicizing school programs along with human-interest stories on social media, newspapers, etc
- Ability to use diplomacy and exercise self-control when dealing with difficult individuals or situations
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Display professionalism with all stakeholders and present as a positive role model of the Career Center at all times
- Work under the guidelines of the Greene County Career Center's Mission Statement and Goals
- Adherence to the Ohio Department of Education Code of Conduct for Professional Educators
- Maintain an acceptable attendance record and be punctual
- Perform other specific-job related duties as directed

DEADLINE: Open until filled
Visit <https://www.greeneccc.com/HumanResources.aspx> for instructions on the application process

APPLY TO: David Deskins, Superintendent
Greene County Career Center
532 Innovation Drive
Xenia, OH 45385
www.greeneccc.com

Date posted: June 7, 2022

The Greene County Career Center Career Center hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, disability/handicap, citizenship status, or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law. GCCC has a Section 504, Title VI, and Title IX coordinator.