



Williamsburg Local Schools

'An Equal Opportunity Employer'

EXEMPT POSITION ANNOUNCEMENT

2024-2025 SCHOOL YEAR

Communication Assistant

REQUIREMENTS:

HS Diploma Required
College Degree Preferred
Excellent Writing and Communication Skills
Photography Skills, Video Creation and Editing Skills Preferred
Successful BCI & and FBI Background Checks

ESSENTIAL FUNCTIONS:

- Maintain District Website
- Maintain District Calendars
- Create content and graphics for various social media platforms
- Take photos and/or video stream various athletic events as needed
- Assist Technology Director with other projects as assigned

TERM OF CONTRACT:

Starting at 28 hours/week (flexible) - \$20.00 hour

EFFECTIVE STARTING DATE:


November 1, 2024

POSTING OPEN UNTIL:

Until Filled

Interested employees should contact:

Williamsburg Local School District
Amy Attinger – Technology Director
500 South Fifth Street, Williamsburg, OH 45176
Email: attinger_a@burgschools.org
Telephone: (513) 724-2211 Extension 9230

Approved for Posting: 

Date Posted: Tuesday, October 1, 2024