

NOTICE OF VACANCY
2018/2019 School Year
Community Relations Liaison

Qualification Requirements:

- Bachelor's Degree preferred in journalism or Communications. Previous experience with alternative revenue sourcing, foundation activities and grant writing strongly preferred. Strong technological skills required to support and oversee District website. Ability to effectively communicate with internal and external constituents. Ability to attend events after school and on weekends. Such alternatives to the above qualification as the board may find appropriate and acceptable.

Duties & Responsibilities:

- Write, edit, layout and supervise production of all district communication. Regular publication responsibilities include, but are not limited to, maintenance of social media, a bi-annual print newsletter, press releases, e-blasts etc.
- Communicate District vision and goals to the staff and community.
- Oversee the production of the annual school budget multi-media presentation.
- Ensure balanced representation of media coverage for all district schools.
- Media Relations
 - Encourage outside media to cover school events
 - Field media inquiries
 - Issue timely new releases on student, staff and district activities.
 - Provide school news to local newspapers.
- Attend Board meetings and advise regarding presentations and publicity.
- Stay abreast of legislation affecting school district.
- Maintain Communication networks with parents and key communicators within the schools and community.
- Design, manage and update district and school websites continually seeking to integrate new technology to deliver the best user experience in the most technically efficient manner.

If you are interested in applying for this position, or known of someone who may be, please forward a letter of interest, and resume to resumes@fairlawnschools.org. by May 16, 2018