Position Title: Communications Specialist

Description: Schaumburg Community Consolidated School District 54 is seeking a creative, technology-savvy Communications Specialist to oversee all aspects of the district's internal and external communications efforts. The district serves approximately 14,000 students in early childhood through eighth grade in 28 schools.

Reports to:	Community Relations Director
Contract:	12 Month
Salary:	Merit

Qualifications:

- Bachelor's degree
- Excellent oral and written communication and public relations skills
- Experience in social media and website content management
- Experience in current technologies used in communication, including video production and editing, desktop publishing, web content management systems and photo editing
- Ability to manage multiple projects independently and work under deadlines
- Strong organizational skills and attention to detail
- Graphic design experience preferred
- Ability to speak, read, write and translate fluently in English and Spanish preferred

Primary Responsibilities

- Works with the Community Relations Director to create effective and timely twoway communications to internal and external stakeholders through a variety of communication vehicles.
- Promotes and publicizes District 54 news, programs and successes in improving learning, teaching and student achievement through District 54 communication platforms and area media outlets.
- Provides managerial, organizational and clerical support to the Schaumburg Township Elementary School Foundation.

Specific Responsibilities

- Manages the District 54 website, social media, Visions e-newsletter and other communication platforms, ensuring content is up-to-date, accurate and visually appealing.
- Monitors media and social media and respond as appropriate to positive and negative feedback.
- Develop and manage an annual editorial calendar
- Updates or develops communication materials including brochures, calendars and other publications.

- Assists the Community Relations Department with a variety of events including the Retirement Dinner, Partnership Breakfast, Open Enrollment Fair, Run to Read and Holiday Adopt-a-School programs.
- Analyzes the effectiveness and efficiency of communication efforts and make suggestions for improvement.
- Is available during off hours, when needed, to post to website, update social media or send SchoolMessenger communications.
- Attends Board of Education meetings when Community Relations Director cannot attend.
- Provides support to district staff as needed related to the use of communication platforms in the district.
- Assures compliance with applicable laws, regulations and district policy regarding transparency, the disclosure of public information and accountability.
- Stays current with the best practices of the public relations profession.
- Other duties as assigned.