

# Communications Coordinator Job Posting

School Webmasters is looking for a part-time Communications Coordinator for Central Arizona Valley Institute of Technology (CAVIT). Our ideal candidate will be someone who would like to be a part of our public relation efforts, which are to ensure that our shareholders (parents, staff, students, media, and the community) understand and value the educational programs, accomplishments, goals, and successes of CAVIT.

## **As a Communications Coordinator, a typical week might include the following:**

- Working closely with School Webmasters as the local coordinator to integrate PR and marketing efforts through website and social media updates, and media relations
- Developing and managing communication campaigns and events that will assist school administrators in achieving the school's PR and marketing goals
- Working closely with CAVIT administration to coordinate news, stories, and other marketing efforts including implementing, assisting, and scheduling staff input for news and school stories
- Working with CAVIT administration to identify and turn seemingly everyday tasks and events at the school into stories worthy of sharing with the community
- Interviewing administrators, staff, students, alumni, and community members about their experiences at CAVIT
- Composing media releases and other communication materials and establishing relationships with local media to coordinate news and success stories
- Occasionally attending events and writing articles to help others recognize the value of daily life at CAVIT
- Reviewing projects, campaigns, and events to report outcomes and make future recommendations

## **This job might be for you if:**

- You enjoy developing creative communications solutions. You love the idea of developing positive messaging for our school's parents, students, staff, and community members.
- You communicate clearly. You write well. You find it easy to help people understand why communications and public relations matters to our school. You enjoy motivating others.
- You are reliable, and when you say you'll meet a deadline, you keep your promises. You pay attention to details. You can stay focused on the tasks you've committed to.

## Communication Coordinator Job Posting (continued)

- You respect educators. You admire what they do to engage our children and help them achieve their potential. You are proud of what CAVIT is doing and would love to share our success stories with others in our community. You already consider yourself a school ambassador!
- You enjoy working with others and enjoy asking questions. You would love the chance to help others recognize good public relations opportunities as well as help highlight and publicize those successes.
- You like learning new things. You aren't afraid to take on a new challenge. When things change, you know how to roll with the punches.
- Bonus: You have experience with interviews. You have experience with audio recordings and video production.

### About the Job

Compensation: DOE \$13–15 per hour / 8 hours per week / 3-month contract (Starting April 2021 through June 30, 2021 with the possibility of contract extension)

The Communications Coordinator (CC) will be an employee of PR4 Schools, a division of School Webmasters, LLC., but will also work closely with a designated contact at CAVIT. School Webmasters will provide consulting, training, strategy, and materials to help the CC achieve the school's communications and public relations goals.

The CC is the local liaison between CAVIT and School Webmasters. He or she will help to gather necessary information from the school(s) regarding its communication and public relations needs, implement communication and public relations campaigns, spearhead the timely collection and dissemination of communication, assist in keeping the client's website and social media current and updated, and establish relationships with local media to share information.

### How to Apply

Please complete the [online application](#). You will be asked to provide a cover letter, resume, and recent writing sample.