

Job Title: Communications Specialist

Supervisor: Administrator of PR

Employment Terms: 12 Months

Salary Range: \$15.45-\$25.25

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Serves as a media liaison, and a communication link at a variety of meetings and conferences to develop partnerships opportunities and inform the community at large.
- Develop and disseminate a wide range of content for a variety of mediums (web, social media, and press releases, electronic newsletter) to encourage stakeholder engagement, convey information, and meet compliance requirements and West-MEC as the district of choice.
- Assist with the development of an editorial calendar (including social media postings) based upon the short and long-term strategies of the Communications Department.
- Design and make presentations to the Governing Board, community agencies, municipalities and district staff.
- Assist other District staff in handling communications for their campus or department.
- Arrange media interviews.
- Formally monitors public opinion of the District and communicates the information to the Governing Board, the Superintendent and District staff.
- Assist with district and campus-based social media platforms and provide analytic reports.
- Organizes communication efforts between the Communication Department and campuses/departments during District events.
- Oversee the preparation of copy and editing for District Communication print and website.
- Assists the Communication Department to provide communication support in Emergency Response Planning.

Knowledge and Skills:

- Knowledge of applicable Federal, State, county and city statutes, rules, policies and procedures.
- Experience working Apple MAC Computers.

- Experience in Apple Keynote.
- Experience in G Suite.
- Excellent written and verbal communication skills.
- Knowledge of AP writing style.
- Experience with Adobe CC Photoshop, Illustrator and InDesign skills.
- Excellent public speaking skills.
- Strong understanding of social media trends.
- Ability to work both independently and in a team environment, and manage work assignments.
- Ability to maintain a flexible work schedule, some evenings and some weekends.
- Ability to maintain and adhere to deadlines.

Requirements:

- Bachelor’s Degree in Communications plus 3 years’ experience in Public Relations OR any equivalent combination of experience and education from which comparable knowledge, skills and abilities have been achieved.
- Valid Arizona driver’s license and access to insured and reliable transportation.
- Must be able to sit at a computer terminal for two consecutive hours at a time, lift up to 50 lbs.
- Must be able to pass fingerprint and background checks.
- Ability to work both independently and in a team environment and manage work assignments.
- Willing to work a variety of hours, including some evenings and weekends, when required.
- May be required to travel to perform job functions.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: TBD

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)