



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Communications & Social Media Specialist** FLSA Status: **Exempt**
 Job Family: **Support Services** Pay Range: **SS35Y**
 Prepared/Revised Date: **June 13, 2017** Job Code: **35303**

SUMMARY: Responsible for supporting Poudre School District through a variety of communications projects and activities with internal and external stakeholders. Implement comprehensive social media strategy to promote PSD stories and messages in collaboration with diverse multi-media messaging campaigns. Assist in the planning, strategic advising and coordination of district messages and public relations campaigns, specifically in social media. Coordinate writing and photography for stories and campaigns to be posted on the PSD website, in publications and on PSD social media channels. Enhance media relations and news coverage while promoting positive messages among staff, parents and community members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Initiate, research, write and publish stories, information and press releases about district and school activities and campaigns, using expertise & knowledge to determine best manner for communication to specific stakeholders.	D	35%
2. Manage social media channels and content, implementing comprehensive promotion and engagement strategies for PSD stories, initiatives, programs and major community engagement initiatives. Promote school stories and district news and engage with community via all PSD social media channels.	D	30%
3. Coordinate and produce photos to supplement stories.	D	10%
4. Collaborate with Communications Department team members to support promotion of stories and activities on website, in traditional news media and via social media channels.	D	5%
5. Provide support, training and coordination for internal social supporters group regarding social media content and strategies.		5%
6. Liaison with media including media pitches, coordination regarding broadcast/publication of news stories and photographs.	D	3%
7. Act as a first responder in district crisis situations, assisting with media relations and communications.	D	3%
8. Assist the Executive Director of Communications as needed.	D	1%
9. Attend work and arrive in a timely manner.	D	1%
10. Manage electronic system that tracks all PSD coverage in local and state news media as well as social media.	D	1%
11. Manage crisis communication materials, protocols and interactions with other involved departments and government agencies.	M	2%
12. Assist in planning, creating and implementing communication plans in support of PSD's multi-media public relations and communications campaigns.	M	2%
13. Assist with snow day/emergency closure media notification.	Q	1%
14. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in digital media, marketing, journalism, public relations or communications
- Two to five year’s experience in a professional setting dealing with social media, marketing, journalism, communications, and/or public relations
- Expertise coordinating, managing and implementing social media campaigns and strategy with in-depth knowledge of best practices, upcoming trends, engagement and content creation
- Knowledge and expertise in social media management software including but not limited to HootSuite and Google Analytics, HootSuite Certification and/or Google Analytics Partner Certification preferred.
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge in social media management, strategy, content creation and measurement; knowledge of integrated communications plans preferred
- Mastery skills in storytelling, digital content creation, and news writing/editing
- Knowledge of journalism/PR principles and practices including AP Style
- Ability to create high quality photographs and manage image library
- Ability to build strong media relationships with understanding of media practices and industry
- Excellent oral and written communication skills
- Outstanding interpersonal skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to work as a team player in a fast-paced environment
- Customer service and public relations skills
- Organizational, planning and time management skills
- Ability to maintain honesty, integrity and confidentiality in all aspects of the job
- English language skills
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Word & PowerPoint and Adobe Creative Suite/Photoshop
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit				X
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X



VISION DEMANDS:	Required
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	