



COORDINATOR – COMMUNICATIONS & ENGAGEMENT PROGRAMS

SUMMARY/SCOPE/GOAL

Plan and execute strategies to increase community partnerships in education and related programs. Sustain public support of Brevard Public Schools by engaging communities of senior citizens, parents, faith-based organizations, and other key stakeholders. Produce communication materials for print and digital content. Consult with school staffs throughout BPS on community engagement programs to ensure the program goals align with Brevard Public Schools' Strategic mission and goals.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- BA/BS in Business, Marketing, Public Relations, Journalism, or related program from a regionally accredited institution/program
- Three (3) years of relevant experience in a field such as business, marketing, public relations, journalism, or public administration management

PREFERRED/DESIRED:

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Coordinate, organize, and grow multiple Programs at various sites with competing calendars / deadlines and various stakeholders.
2. Manage membership and plan events for Programs such as Legacy Club (BPS' community of thousands of senior-citizen supporters, districtwide) or other similar programs.
3. Promote school-level community engagement through the state Five-Star Schools awards or other programs as designated.
4. Cultivate participation in designated community programs such as the Partners in Education Program including businesses, institutions, and faith-based organizations.
5. Collaborate on public-relations projects with the Government & Community Relations department.
6. Produce news and calendars for group activities using digital, print, and other media.
7. Demonstrate critical thinking, problem solving, organizational skills, and attention to detail. Provide leadership for the assigned Programs; exhibit clear spoken and written communications, active listening, and professional poise.
8. Board Meeting attendance and Traveling between sites as required.

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OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of business and community operations, services, and policies. Knowledge of general office procedures and protocols. Ability to produce professional documents with modern equipment and software. Proven ability to coordinate live engagement events and strategic communications for the advancement of an organization's mission. Demonstrated ability to assimilate resources from multiple sources, maximize participation in programs or events, and yield innovative solutions with limited resources. Individual qualities such as high energy, a positive attitude, patience, and a willingness to work with seniors and children are especially important to this position.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

TRAINING:

N/A

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

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FOR HR USE ONLY:

DIVISION:	Government and Community Relations	DEPARTMENT:	Government and Community Relations
TITLE CODE:	C2481	CONTENT BY:	Chief Strategic Communications Officer
GRADE:	H	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	1010 PTS	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	08/22/2017	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	12/08/09	Initial Release	Govt & Community Relations
2.0	08/22/17	REVISED	Govt & Community Relations
2.1	12/01/20	REVISED: New format.	Ellie Kelly – Human Resources
2.2	8/2/2021	Confirmed JD language and current role accuracy for FNS role	Kevin Thornton – Director, FNS
2.3	11/30/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.