



David Douglas School District #40

Classified Job Description

Communications Assistant

Schedule: 12 months per year
Class: 14

POSITION PURPOSE

To provide written and visual content for District public relations, marketing and communications efforts.

NATURE AND SCOPE OF RESPONSIBILITIES

- Provides support to the District's Special Projects/Communications Department
- Designs, writes and prepares publications and other illustrative materials for the district, including flyers, signs, logos, letterhead, calendars, newsletters, student/parent handbooks, program and department brochures, and multimedia presentations
- Assists with providing imagery and written content for the District website, social media, newsletters and other publications
- Photographs/videos District activities and events
- Works with District purchasing department and outside print production vendors to coordinate printing services
- Duties also include special projects such as designing awards and materials for district promotions
- Performs other tasks as may be deemed appropriate by the administration

QUALIFICATIONS

- Associate degree or higher strongly preferred in communications, public relations, journalism or related field.
- Experience in the graphics and communications field
- Oregon Driver's license - must drive to attend District activities at varying sites
- Knowledge of photography, printing, and the production process a plus
- Skill in computer operation, development of multimedia presentations, and use of key Macintosh and PC computer programs, particularly Adobe Creative Suite, Microsoft Office and Google Drive.
- Strong writing skills
- Attention to detail, including proofreading
- Ability to work independently, prioritizing tasks to meet deadlines, and to work as a team member with the department staff
- Highly organized, able to multitask and work under tight deadlines
- Strong communication skills; proficient email communication
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with district staff and other agencies

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, and other locations within the department, as well as various district sites. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Ability to use telephone, computer, and other office equipment. Must be able to distinguish shades and tints of color. Must possess eye-hand coordination to sketch and outline projects, and to use a computer for layout and producing graphics.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.