

Coordinator I, Multi-Target Engagement

Position Details

Reference Code: B061

Division: Communications and Community Relations Unit

Classification: Professional-Technical

Terms of Employment: Range 38 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

Position Summary

This position will coordinate and support the Clark County School District's engagement strategies to strengthen and build relationships with diverse external publics. This position is responsible to the Coordinator IV, Community Relations, Communications and Community Relations Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Coordinates and/or supports the development and implementation of programs and initiatives that further the mission and goals of CCSD, and unit goals and objectives, as they relate to external engagement with various publics.
2. Coordinates responses to messages from, and interactions with, community members. Directs inquiries to corresponding units. Tracks and supports responses.
3. Works with other external-facing departments or functions to create a multi-targeted, multi-cultural grassroots network in Clark County that can be quickly and effectively engaged.

4. Develops and implements tools for multi-targeted outreach and engagement. Responsible for maintaining databases and other tools necessary for maximized engagement, such as community contact lists, in coordination with other external-facing areas.
 5. Assists in the development and maintenance of relationships and/or partnerships with community leaders and organizations.
 6. Coordinates and/or assists with the planning, organization, and implementation of external-facing events and programs for CCSD.
 7. Writes reports, briefings, and updates on programs, activities, events, etc.
 8. Develops or adapts messaging to communicate with diverse target audiences.
 9. Coordinates internal communications, collaborations, and resources to accomplish external engagement goals and implement programs and initiatives.
 10. Provides professional assistance in the development of regular and special publications and presentations designed for staff or the community. Identifies topics of interest, and designs and develops handouts, briefing materials, and other documents for public distribution.
 11. Works closely with Communications and Information Technology, provides vital support for Web content. Supports Web pages for the unit and department, and keeps content updated to include relevant information of interest to the community.
 12. Supports general unit objectives and participates in unit events and activities.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of federal, state, local mandates, laws, policies, regulations, and rules applicable to the District and the unit.
2. Knowledge of educational needs, goals, and objectives of the District.
3. Knowledge and understanding of Family Educational Rights and Privacy Act (FERPA) regulations.
4. Knowledge of local community resources for families and how to access services.
5. Knowledge and understanding of the nationally recognized standards of community involvement.
6. Knowledge of District organization, operations, policies, and objectives.
7. Knowledge of policies and objectives of assigned programs and activities.
8. Knowledge of and ability to coordinate large events, including pre-planning, budgeting, implementation, day-to-day event problem solving, and post event debriefing activities.

9. Knowledge of an ability to use different graphic design platforms.
 10. Effectively communications, collaborative, and interpersonal skills.
 11. Well-versed in multi-cultural and diversity principles, especially as it relates to effective multi-targeted communication and engagement.
 12. Ability to work within a multi-cultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

Preferred Qualifications

1. Bilingual (advanced writing/speaking/reading) English-Spanish – Ability to translate texts of different levels of complexity into Spanish and English.
2. Experience implementing programs with high volume of interpersonal interactions and changing priorities.
3. Two (2) or more years of experience working with complex initiatives or programs involving external audiences.
4. Experience with coordination of large events, including pre-planning, budgeting, implementation, day-of-event problem solving, and post-event debriefing activities.
5. Experience with graphic design and knowledge of different graphic design platforms.
6. Demonstrated customer service experience.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 08/25/20
- Created: 08/25/20