



IRVINE UNIFIED SCHOOL DISTRICT

COMMUNICATION SPECIALIST

DEFINITION

Under the direction of the Public Information Officer, the Communications Specialist performs a variety of communication-related tasks to support IUSD communication goals and priorities and outreach to the District's diverse group of staff, students, families and community members. This position assists with posting content to IUSD's social media sites; monitors media and social media; produces and edits written communications; assists with posting, updating and maintaining various webpages and content on the District's website, and helps create and edit video content.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supports IUSD social media sites, including planning, branding and marketing, writing and posting engaging content, and develops related graphics, images and/or videos. Engages with key IUSD stakeholders' posts and monitors social media sites for IUSD mentions and news.
- Monitors media and social media and compiles daily monitoring report.
- Drafts and edits compelling communications, including news and feature stories for IUSD's NewsFlash, website content, newsletters, talking points, reports and correspondence.
- Assists with posting, updating and maintaining website content.
- Helps maintain the District's media contact list and supports research for media inquiries.
- Assists with implementing IUSD's annual communications plan and related initiatives, key messages and programs.
- Supports special District events such as the State of the District, groundbreakings, dedications and occasionally Board of Education meetings.

QUALIFICATIONS GUIDE

Knowledge of:

- Must have a strong understanding of public relations and public affairs, along with community engagement techniques. Previous related experience preferred.
- Familiarity with the local media outlets, including print, web, TV and radio.
- Correct English language usage, including, grammar, spelling, punctuation and vocabulary.
- Customer service skills via email, telephone, social media and in person communications.
- Research skills and familiarity with methods of collecting and organizing data and information.
- Technical knowledge and ability with Google suite; Microsoft Word, Excel, PowerPoint; web management tools and resources; and social media platforms. Adobe Design programs (Photoshop, InDesign, etc.), and video editing software and programs not required but a plus.

Ability to:

- Be a team player, who is a self-starter and can work independently, while advancing established communication goals and priorities.
- Take direction, coaching and edits to work.
- Works well with others.
- Demonstrate effective interpersonal skills using tact, patience and courtesy.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.

EDUCATION/EXPERIENCE

Any combination equivalent to: Graduation from high school. One year of relevant work experience. Bachelor's Degree in journalism, communications, public relations, or political science preferred.

PHYSICAL DEMANDS

The physical demands described here 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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.

WORK ENVIRONMENT

Indoor/office environment. Interruption and noise during peak work periods is common. Visiting IUSD schools and other sites is expected. May occasionally spend long periods offsite or outdoors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

- Seasonal heat and cold or adverse weather conditions

Revised 8/24/22