

**FAMILY & COMMUNITY PARTNERSHIP CHAMPION (#SJP-1314-095)**

Fitchburg Public Schools
Fitchburg, Massachusetts

Job Details**Job ID:** 456942**Posted:** August 22, 2013**Application Deadline:** Posted until Filled**Starting Date:** September 8, 2013**Job Description****Job Title:** Family & Community Partnership Champion**Part-time, Not to Exceed:** 19 hours per week**Reports to:** Superintendent of Schools**Funding:** School Choice**GENERAL DESCRIPTION**

Under the general direction of the Superintendent, the Family & Community Partnership Champion is responsible for leading the community engagement and communications strategy in digital and traditional forms.

QUALIFICATIONS:

Demonstrated ability to collaboratively develop communication strategies related to organizational needs

Excellent oral and written communication skills

Understanding of K-12 education

Self-motivated leader who takes the initiative to research the current trends in communication channels including effective use of digital and social media

Ability to analyze emergent situations and to determine implications for communication

Ability to plan and coordinate special events, projects, and activities

Web site development and or modification skills

ESSENTIAL JOB DUTIES (NOT LIMITED TO):

Establishes strong working relationships with senior administrators to develop community engagement activities that will reach a range of audiences.

Develop comprehensive communication strategy to support understanding of district goals and objectives.

Interacts with external and internal constituencies to ensure successful two-way communication.

Develops a strategy to solicit feedback from stakeholders.

Designs, drafts, and edits an array of written, digital, and video materials for distribution to the media and other outlets.

Leads the organization-wide process of continually extracting information and turning this into useful information, and tools for broad distribution.

Develops innovative ways to enhance FPS visibility with key audiences.

Other duties as needed

Position Type: Part-time**Positions Available:** 1**Job Category:**

Administrator > Public Affairs / Relations

Equal Opportunity Employer

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Job Requirements**Please NO phone calls or emails.**

Only completed, on-line applications at SchoolSpring.com will be accepted.

A completed application must include: cover letter, resume, transcripts, and three CURRENT letters of reference, tests and certifications.

Your offer of employment is contingent upon successful completion of pre-employment physical prior to your start of employment and CORI.**PLEASE No Phone calls from agencies**