

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

COMMUNICATIONS ASSISTANT

Minimum Qualifications:

- Bachelor's degree in public relations, communications, journalism or related field
- Related professional experience or strong internship experience
- Excellent verbal, written and interpersonal communication skills
- Demonstrated comfort writing in a variety of styles
- Demonstrated skills in graphic design, familiarity with software such as Adobe InDesign and Photoshop
- Skills in photography and videography to chronicle agency events
- Previous experience working with public schools or nonprofits beneficial
- Experience with website maintenance, Microsoft SharePoint and/or Adobe Dreamweaver beneficial
- Comfort with video filming equipment, with editing experience ideal
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies.

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Non-Exempt

Reports To: Communications & Policy Coordinator

Job Objectives:

To assist with internal and external communications efforts, aiding in the creation of agency publications and promotional materials while providing support in writing, graphic design, photography and videography.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Assists with preparation of publications and promo materials
- Assists with filming and editing of conference events and promo videos
- Completes basic maintenance of website as directed
- Assists the communications and policy coordinator, brand and marketing specialist, and social media and communications specialist as needed.

- Assists staff in producing and making presentations.
- Responsible for ensuring services, programs and solutions under their domain resonate with current and potential customers.
- Performs other specific job-related duties as directed by Superintendent or his/her designee.

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

January 2020