

PLYMOUTH-CANTON

COMMUNITY SCHOOLS

GLOBALLY FOCUSED. LOCALLY CONNECTED.

PLEASE GIVE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY

POSITION: Director of Partnerships & External Affairs

LOCATION: E.J. McClendon Center

QUALIFICATIONS:

1. Minimum of a bachelor's degree from an accredited educational institution in Marketing, Communications, Journalism, Mass Communications, Public Relations, or related field.
2. Minimum of three (3) years experience in communications, public relations, or marketing in either the public or private sector. Applicants with school district experience preferred.
3. Experience in writing and producing publications and news releases for both print and broadcast and media
4. Accreditation by a national public relations organization preferred.
5. Experience in creating and producing electronic materials.
6. Effective public speaking and interpersonal communication skills with all levels of internal and external customers/publics.

DUTIES & RESPONSIBILITIES

- Lead and manage community, municipal, business, and university partnerships in collaboration with all departments
- Assist with public relations, marketing, and messaging campaigns for bonds, sinking funds, millage, and other special projects
- Coordinate district-wide volunteer program
- Assists with HR Compliance
- Oversee P-CCS Community Education Department
- Manage district Cable TV station
- Provides backup support with various public relations / communications actions, including robocalls, messaging, and media relations
- Crisis Communication Team
- Administrative Liaison to EEF / EEF Board Member
- Member of Superintendent's Cabinet Team
- Support and mentorship for all department members
- Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent of Schools or his/her designee.

REPORTS TO: Executive Director of Communication and Marketing

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Certificated Personnel.

BEGINNING DATE: As soon as possible

SALARY: \$79,274 - \$ 113,469

METHOD OF APPLICATION: Two Step Process

Step 1 - Complete the online application: https://hr-applications.pccsk12.com/Job_List.aspx
Click on NEW ACCOUNT to begin the application

Complete the entire online application including the Teacher Supplemental section, and upload the following documents in the File Upload section:

- **Resume**
- **Cover Letter (attach in resume section). Address cover letter to Dr. Liz Vartanian-Gibbs, Assistant Superintendent of Human Resources and Labor Relations**
- **Two Letters of recommendation**
- **Copies of official transcripts for all degrees earned**

Please note that documents uploaded to your online application will need to be one of the following file formats: .jpg, .tif, .doc, .pdf, or .gif. Files should be no larger than 8.5" x 11" scanned in black and white or 256 grayscale. Because all required documents are attached to the online application, it is not necessary to submit paperwork to our office.

Step 2 - Apply for the position

From the main page of the your online application in the 'Available Jobs' section, find the job code for the position you are interested in and click 'APPLY' on the left-hand side of the page. The job will then appear at the top of the page in the 'Jobs You Have Applied For' section.

OTHER:

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant. Cost for fingerprinting is approximately \$70.00.

DEADLINE FOR APPLICATION: Wednesday July 11, 2018 @ 4:00 p.m.

Dr. Liz Vartanian-Gibbs
Assistant Superintendent of Human Resources

Questions, contact Jamie Senkbeil 734-416-4836
Employment Coordinator/Human Resources