

## Dickinson Education Foundation Event Coordinator

### JOB DESCRIPTION

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**Immediate Supervisor(s): Dickinson Education Foundation Executive Director (Amanda Flannery)**

**Pay Grade: \$10.00 Per Hour**

**Dept/Campus: ESC**

**Non Contract Employee**

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#### **POSITION SUMMARY:**

To support communication functions and promote positive public relations between the school district and community and by coordinating events to raise funds for the foundation. Distribute pertinent information about the district and its activities to employees. Utilize speech and various media to inform and involve the community in District events, programs and activities. The DISD Education Foundation was created to support the educational programs for both the students and staff of DISD, and to support the District's financial and educational mission. The Foundation will provide funds for educational programs and activities which either have not been funded or have been under-funded by the normal operating budget. The funds will be used to facilitate student achievement and skill development, to recognize and encourage staff excellence and to expand community involvement from individuals, business and civic organizations.

#### **QUALIFICATIONS:**

##### **Education/Certification:**

High School Graduate. Associates degree preferred. Experience in marketing, public relations, mass communications or a related field is also preferred.

##### **Special Knowledge/Skills:**

1. Demonstrated excellence in writing, editing, and public speaking
2. Strong organizational, communication, and interpersonal skills
3. Thorough knowledge of media relations and public relations functions
4. Ability to monitor and assist with social media communications
5. Proficient skills in desktop publishing, word processing.
6. Proficient with current technology of the trade, including web-site information management
7. Ability to work with the local business community
8. Such alternative to the above qualifications as the District/ Education Foundation may find appropriate and acceptable

##### **Minimum Experience:**

One to three years of experience in journalism, public relations, communications, or related field experience. Public school experience preferred, fundraising experience preferred.

#### **MAJOR RESPONSIBILITIES:**

1. Write foundation communications materials for internal and external publications.
2. Assist with creating layout and design of newsletters, brochures, pamphlets and other district projects.
3. Update foundation website.
4. Prepare certificates, plaques, gifts for recognition, ceremonies.
5. Help school personnel publicize and promote performances, exhibitions, displays, or special programs sponsored by foundation.
6. Assist reporting directors with electronic communications, speeches, district presentations and correspondence.
7. Assist with writing and design of foundation publications.
8. Produce and post content on district's social media & Dickinson education foundation outlets and monitor feedback/comments
9. Photograph and video assigned Dickinson Education Foundation events for publication.
10. Manage day to day activities for the Dickinson Education Foundation office.
11. Assist with duties and responsibilities of the Dickinson Education Foundation office..

12. Take in and document all funds for the foundation.
13. Receipt donors.
14. Other duties as assigned.

**EQUIPMENT USED:**

Computer, DSLR camera, video camera, fax, copier, printer

**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional prolonged and irregular hours.  
Frequent in-district and occasional out of district travel. Moderate standing walking and lifting up to 35 lbs.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_