



Canadian Rockies Public Schools is looking to fill the following position: **Communications Coordinator**. We are seeking a collaborative, diplomatic person with great initiative and outstanding communication skills to join our dynamic team.

Duties and Responsibilities:

The Communications Coordinator supports the Canadian Rockies Public Schools' goal to "tell the story" and will utilize a variety of effective strategies to accomplish the goal. The successful candidate will provide communication support to schools, departments and the Board of Trustees.

- Build and nurture trusted relationships with both internal and external stakeholders.
- Exhibit knowledge and understanding of the school division's mission, vision and goals.
- Communicate messages in a professional and engaging manner.
- Develop effective communication campaigns and programs that highlights the work of the school division (focussed on teaching and learning), including but not limited to, event marketing, public relations and advertising.
- Exhibit excellent interpersonal skills.
- Communicate clearly and effectively both in written and verbal forms.
- Possess exceptional organizational abilities, time management skills, meet deadlines and prioritize.
- Be self-motivated and innovative.
- Demonstrate an in-depth understanding of social media and online presence.
- Provide advice on media matters and assist all CRPS schools with media relations.
- Coordinate the design of marketing and promotional materials.
- Think creatively and analytically.
- Share school division communication in a timely and transparent manner ensuring school communities are informed.
- Prepare material such as statements, media advisories, news releases and background materials required by the Board Chair, Superintendent or designate.
- Post editorial content to website and staff links in a consistent and timely manner.
- Coordinate and solicit press coverage of events (eg: Board meetings, School Open Houses, graduation ceremonies).
- Provide overall strategic communications guidance and direction to the Superintendent, Board of Trustees, and all levels of staff.
- Other duties as assigned by the Superintendent.

Qualifications

The successful candidate will possess:

- Education/Degree in the area of Communications or Marketing would be preferred
- Experience working in the marketing and communications sector
- Demonstrated ability to work in a team and maintain positive relationships
- Demonstrated positive interpersonal and communication skills
- Strong Google Suite skills would be an asset
- Excellent communication skills
- Flexibility
- Experience working with the education sector

Start Date: When a suitable candidate has been found

Hours: Full time, permanent, year round, including some evenings and weekends

Compensation: Dependent upon qualifications. The successful candidate will qualify for the CRPS benefit and pension plans.

Closing date for applications: Until a suitable candidate has been found.

Please email resume, cover letter and references to: hr@crps.ca

Attention: Mr. Christopher MacPhee
Superintendent of Schools

Canadian Rockies Public Schools thanks all applicants; however only those candidates selected for an interview will be contacted.