

## **ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION**

**TITLE: Conditions for Learning: Communications and Events Coordinator**

**REPORTS TO: Director, Conditions for Learning (CFL)**

**SUMMARY/PRIMARY PURPOSE OF JOB:** *This position creates strong communications and organizational systems for the Conditions for Learning Team (CFL). This position will help with organizing and sharing the work of the CFL team that focuses on student well-being, youth leadership, family engagement, and school improvement.*

### **Key Responsibilities:**

- Work closely with the communications and marketing team to create and distribute communications strategies and materials for the Conditions for Learning (CFL) department, including:
  - Establish innovative ways to share our messages and information through social media, video, website, print, and other channels.
  - Complete newsletters and blogs to support the work of the team (monthly, annual, weekly as needed)
  - Administer surveys, track information, and send out correspondence to support ways to collect stories and information from our partners.
- Support logistics for CFL events and CFL team meetings, including:
  - Arrange travel for key partners and staff in preparation for events.
  - Attend virtual meetings to support our team members based in communities across Alaska.
  - Maintain a calendar for the CFL team.
  - Update and manage contact lists to mail key partners in each project.
  - Draft contracts and monitor relationships with contractors to carry out the CFL work.
  - Pull together and pack all necessary items for CFL events and meetings.
- Take on special projects that align with your personal interests and team needs.

### **POSITION QUALIFICATIONS**

#### **Education:**

- Bachelor's degree in a relevant field of communications, public relations, business, or education preferred.
- Experience may be considered in place of a degree.

#### **Knowledge, Skills & Abilities:**

- Excellent interpersonal communication skills.
- Understanding of effective communications strategies for promoting AASB's work
- Understanding of the peoples and communities of Alaska
- Strong organizational skills

- An ability to carry out multiple projects simultaneously and project management.
- A commitment to support school improvement, student outcomes, and our team
- Writing and copy editing
- Problem solving ability.

**Experience:**

- Working with in-person and remote teams.
- Developing materials to promote programs or services.
- Web-design and content production (a plus)
- Using social media and other platforms for communication.
- A proven track record of organizing successful events.
- Experience working with teams and contractors.
- Experience using docusign, MS office, adobe, and other editing software.

**Working Conditions:** Work to be conducted primarily remotely however, some work will be done in Juneau and hotel environments. Some evening, weekend and overnight travel required.

**Physical Demands:** Some lifting required (up to 40 lbs.). Long hours on computer/keyboard. Prolonged periods of standing and/or walking.

**Salary/Benefits:** This is a full-time salaried position. Regular work days are Monday through Friday, 8:00 a.m. to 5:00 p.m; weekend work is required. A generous leave and benefit package is included. We prefer applicants be based in Juneau, but we will consider applicants in other locations within Alaska.

AASB believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, AASB will not discriminate against an employee or applicant for employment because of race, creed, gender, sexual orientation, national origin, age, marital status, political or religious beliefs, physical or mental conditions and family, social or cultural background in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements. Hiring is contingent upon successful completion of a background check.