



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

**Position Title:** Communications Coordinator, CFL

**Revised Date:** 03/2026

**Program:** Conditions for Learning

**Minimum Starting Salary:** \$60,000

**Reports To:** Director, Conditions for Learning

**PTO Tier:** 1

**Supervises:** N/A

**FLSA Status:** Full-time, Exempt

**Location:** Juneau preferred, must be within Alaska

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

### **Key Responsibilities:**

- Carry out the communication deliverables for key grants and projects:
  - Maintain websites, hubs, and other landing sites for school board members, school districts, and families. The sites will advance family engagement, youth engagement, school improvement, trauma-engaged schools, school climate, and cultural programs.
  - Develop publications, books, brochures, and materials that provide tools to school districts, school boards, families, educators, and youth.
  - Work with grant coordinators and managers to develop specific tools to organize and advance grant deliverables.
  - Work with CFL staff to promote webinars, trainings, and other opportunities.
  - Work with evaluators to advance storytelling, videos, and the impact of programs.
- Serve as the lead on regular CFL project communications
  - Establish innovative ways to share our messages and information through social media, video, the Alaska Family Engagement Center website, print, and other channels.
  - Complete newsletters and blogs to support the work of the team.
  - Administer surveys, track information, and send out correspondence to support ways to collect stories and information from our partners.
- Serve as the liaison with the whole AASB communications and marketing team to create and distribute communications strategies and materials for the Conditions for Learning (CFL) department, including:
  - School Climate and Connectedness
  - AASB's website
  - AASB's promotional materials for superintendents and school board members
  - AASB's advocacy efforts
  - Collaborative communication projects across the organization
- Standardize communication tools, collateral materials and communication resources across all CFL projects.

## **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 communication strategies for promoting AASB's work
- Understanding of the people 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.
- Experience using WordPress and Bricks Builder for web design and content production.
- Using social media and other platforms for communication.
- Experience working with teams and contractors.
- Experience using DocuSign, Google Workspace, Microsoft Office, Airtable, Adobe Creative Cloud suite (InDesign, Illustrator, Photoshop, etc.), Canva, and other publication software.

**Working Conditions:** Work to be conducted primarily in Juneau and hotel environments. Some remote work is possible. Some evening, weekend and overnight travel required.

**Physical Demands:** Some lifting required (up to 40 lbs.). Long hours on the 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 to be based in Juneau, but we will consider applicants in other locations within Alaska.

**Application Process:** Please send a resume and letter of interest to [hr@asb.org](mailto:hr@asb.org). Initial applicant reviews will begin on April 7, 2026. Position open until filled.

*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.*