



ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION

Position Title: Publications & Digital Communications Coordinator

Program: Communications

Reports To: Communications Manager

Supervises: N/A

Location: Juneau preferred

Minimum Starting Salary: \$60,000

PTO Tier: 1

FLSA Status: Full-time, Exempt

Revised Date: May 27, 2026

SUMMARY/PRIMARY PURPOSE OF JOB

The Publications & Digital Communications Coordinator supports AASB's communications, publications, advocacy messaging, digital engagement, and statewide event communications through strong writing, editing, and content development. This position is responsible for producing and supporting organizational messaging related to public education advocacy, member services, conferences, and grant program initiatives while helping maintain consistent and professional communications across platforms. The successful candidate will possess strong professional writing, editing, and storytelling skills and the ability to translate complex information into clear and engaging communications.

Key Responsibilities

Publications and Digital Communications

- Draft, edit, and proofread publications, including AASB's *Commentary*, newsletters, reports, articles, advocacy materials, and organizational communications.
- Support the development and distribution of advocacy-related communications and legislative updates.
- Maintain consistency in organizational voice, messaging, style, and branding across written communications.
- Support content creation for AASB's website, social media, email communications, and online platforms.
- Assist with website content management, updates, and organization.

Conferences and Events

- Support communications and promotional efforts related to AASB conferences and statewide events.
- Assist with development of conference programs, event app management, agendas, signage, scripts, and participant materials.
- Coordinate written communications related to event registration, announcements, schedules, and participant engagement.

Organizational Collaboration

- Collaborate with staff across departments to gather information and support communications needs related to programs, services, and organizational priorities.
- Participate in project planning and organizational meetings as appropriate.
- Help maintain communications calendars and content schedules.
- Assist in developing communications materials for organizational initiatives and special projects.

Qualifications & Competencies

- **Education:** High school diploma required; Bachelor's degree in relevant field preferred. Relevant experience considered in lieu of a degree.
- **Technical Skills:** Highly proficient in Adobe Creative Suite, Google Workspace, Microsoft Office (Excel, Word, PowerPoint), Apple devices. Experience with Constant Contact, AirTable, and other online collaborative tools is a plus.
- **Soft Skills:** Exceptional communication skills, problem-solving mindset, and ability to manage multiple deadlines in a fast-paced environment. Ability to contribute effectively as part of a team, work autonomously with initiative, and exercise sound independent judgment.
- Awareness and understanding of Alaska and Alaska's education system.

Working Conditions / Physical Demands

Work to be conducted primarily in the Juneau office, with some remote office work possible. May need to travel and work weekends a few times per year for trainings/conferences. Some lifting may be required (up to 40 lbs.). Significant time using a computer keyboard and monitor. Occasional prolonged periods of standing and/or walking.

Salary/Benefits

This is a full-time, exempt position. Regular work days are Monday through Friday, 8:00 am to 5:00 pm with a one-hour lunch break. Salary is dependent on experience. A generous leave and benefit package is included.

Application Process

Please submit a resume, cover letter and three professional references to hr@aaSb.org. The deadline to apply is June 26, 2026.

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 experience, qualifications, and job requirements.