



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Internal Communications Liaison
Payroll/Personnel Type:	12 Month
Job #:	410
Reports to:	Director of Communications
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Under direction of the Director of Communications, the Internal Communications Liaison is responsible for executing internal communications that support the Districts needs and goals. The Internal Communications Liaison serves as the primary contact for all District departments and outside groups seeking to share communications on a District-wide basis or for a designated group within the District; staff, students and parents.

Essential Functions:

- Consults with District department managers to develop communication goals, objectives and plans to best communicate the District position or message
- Identifies communications opportunities and the design/medium/channels for execution
- Responsible for planning, writing, editing, coordinating and distributing internal communications
- Creates a District communications calendar, noting key seasons and deadlines for each department in order to proactively and logically communicate key messages
- Develops and executes internal communications efforts, with a focus on increasing employee understanding of the District's strategy, and enhancing employee engagement, focus and commitment
- Writes and edits communications plans and materials, including stories, talking points, leadership messages, etc.
- Performs other tasks as directed by the Director of Communications
- Liaison with the Parent Action Councils and additional parent organizations

Knowledge, Skills, and Abilities:

- Exceptional writing/editing skills
- Exceptional organizational skills
- Ability to speak comfortably in front of large groups
- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Excellent communication skills

Experience:

- Requires a minimum of four years of experience in recent and relevant communications experience
- Successful candidate must demonstrate examples of creating and executing internal communications plans

Education:

- Bachelor's Degree in Communications, Journalism or a related field (required)
- Master's Degree (preferred)



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____
Employee	Date
_____	_____
Immediate Supervisor	Date
_____	_____
Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.