

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR - COMMUNICATIONS AND STRATEGIC INITIATIVES

BASIC FUNCTION

Under the direction of the Director III-Creative Impact, the Coordinator designs, coordinates and implements

Provides proactive guidance on current and anticipated programs, projects, issues, and plans;

Collaborates, coordinates, plans, and implements county-wide SCCOE events and special projects; promotes SCCOE's representation and acts as SCCOE's representative at conferences, events, and special meetings to reinforce the important role of public education.

Coordination and facilitation of multi-agency teams to produce high caliber deliverables with the State. Close

County and ██████████ across California for specified grant projects;
Print and media relations.

A minimum of five (5) years of relevant job-related experience in educational leadership, public relations, public affairs, media, advocacy, communications or related fields, with demonstrated competence in strategy and communications;

Experience at school district level:

responsible certificated and/or administrative experience in a professionally-related position;

Writing experience in print and digital publications for diverse audiences:

Expertise in developing compelling content for web, multi-media and social media platforms, working with professional graphic designers, programmers, and technical professionals.