

**WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402****Job Description**

**Job Title:** Public Relations/Lead Recruiter

**Supervisor:** Public Information Officer

**Terms of Employment:** Twelve months

**Salary Range:** \$24,800 - \$39,100

**Essential Duties and Responsibilities:**

- Participates in publicizing and promoting district programs, activities, accomplishments, and initiatives.
- Serves as information liaison between the district and member district students.
- Represents the district at member district high school campuses.
- Coordinates informational presentations to member district high schools.
- Serves as distribution coordinator for district public relations materials.
- Assists the district's public information officer to provide accurate, reliable and timely information to the media when requested.
- Responsible for writing clear, concise copy to specific target markets identified in district's marketing plan.
- Assist with proofreading copy to check spelling and grammar.
- Maintains social media updates on district's social networking sites.
- May work evenings and weekends.
- Other duties as assigned.

**Qualifications:**

- Excellent verbal communication and writing skills.
- An Associates or Bachelors in communications, public relations, or marketing or the equivalent.

**Preferred Requirements:**

- Technical writing skills: press releases, scripts, and collateral copy.
- Social media/networking experience.