

TITLE: **Communications Assistant**
SECTION: Communications Office
REPORTS TO: Director of Communications/Information and Privacy Coordinator

SUMMARY

Under the general direction of the Director of Communications/Information and Privacy Coordinator, assists in the preparation of district publications, news releases, newsletters, website content, and advertisements; in responding to inquiries from the media and the public; and in dealing with information and privacy requests.

DUTIES:

1. Researches and compiles information and composes a variety of district documents, including School District 68's electronic newsletter.
2. Assists in collection and distribution of district information and advises media of upcoming district events.
3. Creates professional-quality direct-to-press district publications and newspaper advertisements, as required by the Board, senior management and district program offices, and arranges for placement and payment of same.
4. Assists in responding to requests for information, subject to the *Freedom of Information & Protection of Privacy Act (FOIPOP)*; establishes and maintains files and records to track requests for information. In the absence of the Information and Privacy Coordinator, reviews external material for distribution and works with senior management in responding to requests for information, to comply with the *FOIPOP Act*.
5. Responds to enquiries from the media, general public, district and school staffs and parents, and business, community and stakeholder groups; composes written responses, as required.
6. Maintains staff development e-board; updates sections of the district's official website; maintains up-to-date Board/district lists; assists in troubleshooting to improve district website.
7. Proofreads district documents and publications.
8. Maintains filing and tracking systems for district information and photographs and monitors the budget of the Communications Office.
9. May, on occasion, be required to perform other related duties as assigned.

QUALIFICATIONS

- High school graduation or the equivalent.
- One year secretarial certificate with emphasis in business administration plus one year of post secondary study in communication and business administration.
- Three years related experience, or an equivalent combination of training and experience.
- Minimum keyboarding speed of 75 c.w.p.m.
- Demonstrated ability to compose a variety of documents of a non-routine nature, including reports and correspondence, utilizing excellent research, grammar, spelling, and punctuation skills.
- Demonstrated skills in using professional-level graphic design and layout software, word processing and spreadsheet software and demonstrated ability to take photographs and prepare them for publication using image editing software.
- Superior organizational, communication and human relations skills.
- Ability to deal with highly-confidential and sensitive issues with a high degree of diplomacy and confidentiality.
- Ability to manage multiple projects, set priorities, work independently, perform duties with speed and accuracy and work effectively under pressure and tight deadlines