OSPC PROJECT COORDINATOR

POSITION: OSPC Project Coordinator

REPORTS TO: Director of Strategic Planning and Communication

LOCATION: Office of Strategic Planning and Communication

NATURE OF WORK:
This position serves as a digital media project coordinator with strong Google Suite/Microsoft Office skills, especially database and publication work. This position performs duties related to the daily operation and management of various projects managed by the Office of Strategic Planning and Communications.

ESSENTIAL FUNCTIONS:
- Provides training and supports applications for systemic platforms for multimedia and communication systems;
- Provides support for system initiatives through the Office of Strategic Planning and Communications;
- Designs and develops graphic designs, layouts, and support for system publications;
- Implements and supports software and social media platforms for system accounts;
- Assists Digital Media Team in multimedia efforts, including video production, website support, media communications, and professional development related to end-user software and tools;
- Provides training through live, recorded, and printed software training materials;
- Troubleshoots software related problems;
- Represents the school system in a positive manner and assist with mass communications through various technologies throughout the year;
- Creates and maintains data and financial management records for various projects;
- Prepares digital and print communications;
- Communicates well both orally and in writing; and
- May need to perform work in various locations.

DUTIES AND RESPONSIBILITIES:
- Assists in the implementation, employee training, and daily use of new and existing software in schools and offices, including Google suite tools, Cognito Forms, MS Office, and other platforms;
- Assists in the development and operation of SMCPS social media sites and services;
- Assists in supporting website resources, using Joomla modules and online tools, to create and update sites for content and accessibility needs;
- Works with vendors to determine system software and hardware selections based on price, technical functionality, and support;
- Develops graphics and design layouts with Adobe Illustrator, Photoshop, and related tools;
- Meets and prepares reports for all levels of management within and outside the organization;
- Coordinates and supports video and multimedia productions;
- Coordinates and supports payroll reporting systems for part-time program staff;

- Assists with data and financial management of various special programs;
- Assists with the development of informational publications and brochures using publishing software such as InDesign and Adobe Suite tools;
- Assists the Digital Media Team with special projects, events, and broadcasts, which may include evening or weekend events; and
- Performs other duties as assigned.

QUALIFICATIONS:

Required:
- Bachelor's Degree;
- Three years of experience in the application of web-based tools, including the use of Google suite tools, in an educational setting;
- Excellent human relations and communication skills;
- Ability to create and maintain data management systems;
- Strong written and verbal communications skills; and
- Flexibility in scheduling for time-sensitive updates or special circumstances.

Desirable:
- Excellent time management skills and ability to take initiatives and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours;
- Demonstrated experience in the application of web technology in the educational setting;
- Demonstrated experience in using Google suite tools (e.g., Drive, Sites, Docs, Forms);
- Demonstrated experience in using Adobe Creative Suite tools (e.g., Illustrator, InDesign);
- Knowledge of school board and state policies, rules and regulations, including those related to FERPA and online accessibility features; and
- A results-oriented, self-starter with a passion for his/her work, a strong desire to continually learn, and a positive upbeat personality who strives to effectively work well with others with a positive professional work ethic.

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE:
The salary for this EXEMPT position will be based on the salary schedule EASMC-ESP for twelve-month seven hour employees – Range 29.

Bargaining Unit Eligibility: EASMC-ESP