

The Community Engagement Specialist, with the direction and supervision of the Director of Communications & Marketing, supports the development of partnerships with businesses and organizations which are beneficial to Kyrene schools, programs and initiatives. Additional responsibilities include event management, advertising sales, marketing support, and other Communications and Marketing duties as assigned.

**Chain of Command**

The Community Engagement Specialist Reports to the Director of Communications and Marketing.

**Competencies of the Community Engagement Specialist**

The Community Engagement Specialist should possess the following:

- Exceptional organizational and time management skills, with impeccable attention to detail
- Strong written and verbal communications skills
- Knowledge of relevant federal, state and local laws, as pertain to public education, sponsorships and donations
- Knowledge of community relations/engagement principles and practices
- Proficiency with various software, such as Microsoft Outlook, Word, Excel and PowerPoint

**Essential Duties of the Community Engagement Specialist**

The Community Engagement Specialist performs the following duties, including, but not limited to:

- Facilitate relationships with potential partner businesses, individuals and organizations, through online, telephone and personal communications
- Participate in various external organizations to assist Director with the identification, development and implementation of partnerships among external organizations, schools and the District
- Support Director with event and meeting coordination, execution and promotion
- Maintain advertising sales account income and disbursement, consistent with Kyrene policy and regulation
- Monitor trends in education partnerships and ad sales, to make recommendations to leadership
- Coordinate and execute staff recognition, in support of the Superintendent, under the direction of the Director of Communications & Marketing
- Perform special projects under the direction of the Director of Communications & Marketing
- Perform other duties of a similar nature and level as assigned

**Minimum Qualifications**

High School Diploma or GED and two years of specialized experience related to the area of assignment are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Preferred Qualifications**

- Understanding of local business landscape and experience identifying organizations that make good education partners
- Understanding of direct sales principles and practices

**Licensing/Certification Requirements**

- Valid AZ Driver's License
- Valid AZ Fingerprint Clearance Card

**4.23.2021**