



State Charter Schools Commission of Georgia

Communications and Outreach Coordinator

Job Description

Description of Duties:

Under general supervision, plans, develops and implements communications and outreach for the State Charter Schools Commission of Georgia (SCSC). Handle all media relations issues and strategic communications. Brand and market the vision and mission of the SCSC. Assist with the planning and execution of SCSC training events. Assist with planning Commissioner visits and engagements and/or developing public talking points when needed. Assist with developing presentations for SCSC Executive Director and staff members. Assist SCSC administrative staff on all areas related to communications/outreach, write press releases, advise the SCSC Executive Director on the planning, implementation, and control of communications. Develop and/or maintain positive working relationships with media contracts, counterparts, and colleagues in other agencies.

Specific Responsibilities Include:

- **Serve as SCSC Communications Liaison**
 - Respond to media inquiries.
 - Develop and implement communications plans for agency initiatives/activities.
 - Produce the monthly SCSC newsletter and official publications/materials for external communication.
 - Write and issue press releases.
 - Search for and compile relevant media stories daily (communicate SCSC related stories to Executive Director in a timely way).
 - Manages the SCSC's weekly media update (and accompanying commentary) for commissioners (potentially expands it to list serve).
 - Draft talking points for staff and commissioners when needed.
 - Respond to lobbyists, education service providers, vendors, constituents and other charter school affiliates who do not require a reply from or meeting with the SCSC Executive Director.
 - Meet with and/or call various stakeholders on behalf of the SCSC when needed – including serving as a liaison to stakeholder groups.
- **Manage the SCSC's Training and Outreach Efforts**
 - Support the Charter Development Manager with the planning and execution of SCSC training events.
 - Attend special events at charter schools when SCSC Executive Director is unavailable.
 - Manages the SCSC's social media presence.
 - Seek opportunities for print articles, radio interviews, and networking at important events.
 - Market and recruit candidates for the SCSC Internship Program.
- **Other Duties As Assigned (including, but not limited to, the following--)**
 - Review and post SCSC meeting minutes.
 - Maintain a media contact list for important communications.
 - Manage the SCSC website and its content.



Qualifications: Bachelor's degree in communications or a related field from an accredited college or university AND One year of communications or related experience OR Four years of communications or related experience. Excellent communication and writing skills.

Preferred Qualifications: Experience working within a government agency or an organization focused on academic achievement.

Pay Grade: I

Prospective candidates should submit a cover letter, resume, two writing samples and references to Darcy Callaway at darcy.callaway@scsc.georgia.gov.