

JOB TITLE: Communication Specialist

EMPLOYING AGENCY: CESA 5 or to be determined **DEPARTMENT:** Wisconsin Rtl Center

FLSA STATUS: Non- Exempt **REPORTS TO:** Director

TERMS OF EMPLOYMENT: Full time, 40 hour a week
End of July or beginning of August start date.
This position will require state-wide travel at a minimum of 5%. This includes day and some overnight travel. The Wisconsin Rtl Center works in a virtual office environment.
This position will work from home and should reside in Wisconsin.

POST DATE: June 20, 2017 **CLOSED DATE:** When filled

APPLICATION INFORMATION: To apply, please submit a cover letter and resume to hr@wisconsinrtlicenter.org. Please direct all questions to this email address as well.

LICENSE AND EDUCATION REQUIREMENTS: Requires a bachelor's degree in a communications, journalism, English, or related field and a minimum 3 years of related experience or a minimum of 5 years related experience and/or training.
A valid driver's license is required.

INTERVIEW TIMELINE: Face to face interviews will be conducted mid- July.
Select candidates will be contacted.

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare, write, and edit a variety of original print communications such as press releases, annual report, flyers, pamphlets, and other formal communications for the purpose of keeping staff, the Wisconsin Department of Public Instruction, school districts, CESAs, and other stakeholders informed of Center activities.
- Maintain the organization's websites and implement website changes. Actively provide suggestions and monitor websites for ease of use and value to customers.
- Write, edit, and disseminate the Center's electronic newsletter. Solicit ideas from leadership team and other staff. Suggest material based on a communication plan and other needs.
- Produce, edit, update, format, and review PowerPoint presentations and templates ensuring they meet the style guidelines and presentation standards for the Center.
- Generate and share social media content using the Center's approved communication channels. Monitor engagement and suggest strategies to maintain and improve.

SUMMARY OF QUALIFICATIONS

- Knowledge in copywriting, photo editing, and desktop publishing
- Knowledge of the web and print design principles
- Knowledge of social media tool and best practices
- Able to write clearly and effectively in variety styles. Secure grasp of grammar and punctuation rules.
- Able to plan and edit content
- Strong working knowledge of Microsoft Office Suite
- Able to establish and maintain effective relationships
- Able to effectively plan and organize time, balancing competing demands and projects.
- Ability to resolve problems quickly and efficiently.
- Able to adapt to changes in the work environment
- Exhibits sound and accurate judgment
- Strong customer service skills, responding promptly to needs