



EASTLAND-FAIRFIELD

CAREER & TECHNICAL SCHOOLS

4300 Amalgamated Place
Groveport, OH 43125

Shelley Groves
Superintendent/CEO

POSITION VACANCY PLEASE POST

POSITION:	Coordinator of Communications and Marketing
REPORTS TO:	Superintendent/CEO & Outreach Coordinator
APPLICATION DEADLINE:	Open until position is filled
STARTING DATE:	ASAP
QUALIFICATIONS:	Bachelor's degree or equivalent combination of training and work experience in communications, journalism, public relations, or closely related field; Professional experience in marketing and/or media work; Excellent verbal, written, and interpersonal communication skills; Keeps current with technology and workplace innovations; Effective organizational, planning, and project management skills; demonstrated skills in writing, layout, graphic design, photography, and videography; Successfully pass a BCI/FBI background check; Secure appropriate permit/license through Ohio Department of Education.
RESPONSIBILITIES:	The Coordinator of Communications and Marketing manages the planning, delivery, assessment and ongoing improvement of district communications through traditional and social media marketing tools; Promotes district-wide programs through a variety of materials and platforms; Presents and improves the image of career-technical education and provides leadership for the overall marketing strategies for the district in cooperation with administration; Directs communications, internal and external, coordinates media relations, develops and monitors the marketing plan and budget, serves as photographer, special project coordinator, and is responsible for graphics/photos, as well as written communications.
SALARY:	Placement on the Outreach Coordinator salary schedule.
TYPE OF EMPLOYMENT:	Full-time with benefits, Classified; 7.5 hours per day (260 day calendar)
LOCATION:	District Office 4300 Amalgamated Place Groveport, OH 43125
APPLY:	Online at https://www.eastland-fairfield.com/page/job-openings

NO phone calls concerning this position will be accepted.

.....AN EQUAL OPPORTUNITY EMPLOYER...

**EFCTS utilizes Google applications and Multi-Factor Authentication (MFA).
The MFA is via data or SMS capabilities of the employee's personal cell phone.**