

**ADMINISTRATIVE MEMO #2349**  
**September 12, 2017**



**EMPLOYMENT OPPORTUNITY**

**POSITION:** Marketing & Communications Assistant – District Office

**TERM:** 12 month

**SUMMARY:** Assists the Executive Assistant to the Superintendent in the development and execution of the District’s marketing and communications activities, including use of social media, online platforms, and electronic newsletters, along with the creation of a planned information campaign to area media.

**MINIMUM QUALIFICATIONS:** Bachelor of Arts degree with a minimum of one year experience in the areas of communications, marketing, public relations or related field. Strong written and oral communication skills. Working knowledge of Microsoft Office suite, Sharepoint/Office 365, design application programs and social media and online platforms. Exceptional organizational and time management skills. Ability to work in a team environment.

**PREFERRED QUALIFICATIONS:** 2+ years of communications, marketing or public relations experience. Digital photography skills preferred.

**SALARY:** Support Personnel Salary Schedule 2017-2018  
Group 7, \$18.96 – \$20.72

**DEADLINE:** September 25, 2017

**External applicants are eligible for ND Veteran’s Preference**  
(North Dakota veterans claiming preference must submit all proof of eligibility by the closing date.  
Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability.)

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**TO APPLY:** Log on to our website at [www.fargo.k12.nd.us](http://www.fargo.k12.nd.us), then go to “*Employment*”, to view “*Current Openings*” and to complete our online application. For more information or questions please call 701-446-1050 or email at [jobopportunities@fargo.k12.nd.us](mailto:jobopportunities@fargo.k12.nd.us).

The Fargo Public Schools is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of race, color, religion, national origin, sex, age, veteran status, disability, genetic information, marital status, public assistance status, sexual orientation, gender expression/identity, or participation in lawful activity off the employer’s premises during non-working hours which is not in direct conflict with the essential business-related interests of the employer in its education/activities and employment practices. The Fargo Public Schools seek to provide access to all its programs for those interested persons who might have differing levels of ability. This includes those with impaired vision and hearing loss. Furthermore, Fargo Schools’ district policy 5060 assures that the district and its employees will not retaliate against any persons who file a complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination regarding these or any other OCR enforced statutes. Additionally the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. If you have concerns or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the 504 Coordinator, David Burkman, Principal, Woodrow Wilson High School at (701)446-1000. For more information regarding Title IX compliance call, Brad Franklin, Principal, Jefferson Elementary School or Patricia Cummings, Director of Special Education, District Office at (701) 446-1000. You may also write to the coordinators at Fargo Public Schools, 415 N 4th Street, Fargo, ND 58102. Fargo Public Schools also acknowledges your right to file a discrimination complaint at any time with: U.S. Department of Education, Office for Civil Rights, Midwestern Division Chicago Office, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204.