

# FENTON

AREA PUBLIC SCHOOLS  
3100 Owen Road  
Fenton, Michigan 48430  
810-591-4700

Posting No. 33884  
November 11, 2025

## INTERNAL / EXTERNAL VACANCY NOTICE

**JOB TITLE:** Part Time Position Communications and Marketing Manager  
15-20 Hours Per Week .5 FTE-Half Time Position

The Communications and Marketing Manager will be responsible for the website, social media, and other communication avenues needed to provide current information to our stakeholders as well as state-of-the-art marketing of our district.

**AVAILABLE:** December 8, 2025

**QUALIFICATIONS:**

**Minimum**

1. Bachelor's degree.
2. Experience in school district marketing and communications.
3. Able to utilize various social media and other forms of communication to promote the school district.
4. Ability to work with outside groups to support the initiatives of the school district.
5. Experience with various communications software to create, edit and produce video.

**Preferred**

1. Teaching or school administrator experience.
2. Advanced knowledge of creative software to produce content for advertising and social media in support of the school district.
3. Experience in creating and updating a comprehensive school district communication plan.
4. Ability to turn around projects on a short timeline when needed.
5. Experience working with various advertising vendors.
6. Able to develop a comprehensive marketing plan.

**WORK SCHEDULE:** 15-20 hours per week as needed.

**COMPENSATION:** Based on education and experience in a similar field. As this is a part time position, no additional benefits are offered.

**An Equal Opportunity Employer**

**APPLICATION METHOD:** **Internal Applicants:** Qualified internal applicants can submit an email outlining their interest and resume to Dr. Doug Busch, Superintendent.

**External Applicants:** Qualified external applicants can apply through Genesee Educational Consultant Services (GECS) and click on Fenton under the employment tab. Applicants should be prepared to upload a resume, letter of interest and any other necessary documents.

**APPLY BY:** November 25, 2025