EMPOWERING LEARNERS. BUILDING COMMUNITY. INSPIRING FUTURES.

November 25, 2026 **Internal/External Posting**

Communications Specialist
Oxford Community Schools
2026-27 School Year

Primary Function: Oxford Community Schools is seeking a Communications Specialist to support districtwide communications and public relations efforts. Reporting to the Executive Director of Communications & Enrollment, this position helps develop and share district news, information, and messaging; supports internal and external communications; and strengthens community engagement. The ideal candidate is a strong writer, visually creative, detail-oriented, and committed to supporting the success of students, staff, and schools through effective communication.

Qualifications – Education & Experience:

1. Demonstrated ability to create clear, engaging written and visual content for websites, social media, newsletters, and other digital or print publications.
2. Working knowledge of graphic design tools such as Canva or Adobe Creative Suite, with an eye for layout, design, photography, and visual presentation.
3. Strong writing, editing, and verbal communication skills.
4. Ability to capture, edit, and select photography and video that effectively support district communications.
5. Strong organizational skills, attention to detail, and the ability to manage multiple priorities and meet deadlines.
6. Self-motivated and proactive, with the ability to work independently, take initiative, and follow projects through to completion.
7. Ability to exercise sound judgment, solve problems, adapt to changing priorities, and recognize when situations require additional guidance.
8. Ability to work collaboratively and maintain professionalism and confidentiality.
9. Experience working in a school district or educational setting preferred. Familiarity with Oxford Community Schools and the surrounding community is a plus.
10. Relevant education, training, or experience in communications, public relations, marketing, digital media, or a related field preferred. A combination of education and practical experience may be considered.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties & Responsibilities:

1. Create, write, edit, and publish content for district communications, including news stories, newsletters, social media posts, flyers, and other informational materials.
2. Manage and maintain district website content, digital communication platforms, and other public-facing resources for accuracy, consistency, and accessibility.
3. Assist with the preparation and distribution of emergency, crisis, and other time-sensitive communications, including developing messaging, coordinating updates across district communication channels, and maintaining communication templates and resources.
4. Develop and schedule content for district social media platforms, highlighting district news, programs, events, student and staff accomplishments, and community engagement.

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent of Human Resources, 775 W. Drahner Rd., Oxford, MI 48371, (248) 969-5004.

5. Coordinate communications projects and initiatives, including organizing timelines, gathering information, collaborating with schools and departments, and ensuring materials are completed and distributed as planned.
6. Provide support and guidance to district staff in the use of district communication tools and platforms, including assisting with setup, troubleshooting, content formatting, training, and effective communication practices.
7. Create and update communication materials, templates, graphics, and other visual content consistent with district brand standards.
8. Capture, edit, and organize photography and video content at district and school events, activities, and programs. This may require work outside of the typical workday.
9. Assist with communications, promotion, and logistical support for district events and other activities.
10. Lead efforts to ensure district digital communications and public-facing content meet applicable ADA and accessibility requirements, including reviewing website content, digital documents, graphics, and other online materials for accessibility and coordinating corrections as needed.
11. Maintain regular and predictable in-person attendance.
12. Openly support and abide by all school board policies, legal procedures, and administrative regulations.
13. Actively support and advance the vision and mission of Oxford Community Schools.
14. Perform other duties as required.

Reports to: Executive Director of Communications & Enrollment

Salary Range: $45,501 - $64,485; commensurate with education and experience.

Benefits: Oxford Community Schools provides company paid coverage for dental, vision, life insurance, long-term disability, employee assistance program, sick and vacation days. In addition, Oxford Community Schools offers comprehensive medical coverage or a cash in lieu benefit, health savings account, flexible spending plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

To Begin: January 2027 or ASAP

All applicants should apply online via the Oakland Human Resources Consortium:
Create an application/log-in here

Internal Application Deadline: Friday, December 4 @ 4:00 PM
External Application Deadline: Until Filled

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