

## MANCOS SCHOOL DISTRICT RE-6

355 West Grand Avenue  
Mancos, Colorado 81328  
970.533.7748

Job Title: PBL Engagement Coordinator

Typical Work Year: 10 months, Full-time, Full health, dental, vision, life, and retirement benefits

Admin Asst. schedule G

### SUMMARY:

- Responsible for timely and accurate dissemination of District information to internal and external stakeholders.
- Responsible for strategic plan communications in social media, newsletters, and news releases.
- Collaborate with District staff to produce professionally designed print and electronic communications that support the strategic vision of Mancos School District.
- Create communications tools appropriate for the target audience inclusive of school enrollment growth, PBL public relations, Alumni development, and volunteer program development.
- Develop and promote good community relations among various community and school stakeholder groups: parents, local business, alumni, volunteers, local government, and non-profits.
- Provide communications and writing support to the Board of Education, Superintendent, School Directors, and Supervisors as needed.

### ESSENTIAL RESPONSIBILITIES

- 30% Build and operationalize PBL public relations program.
- 25% Enrollment marketing and growth communication strategy development.
- 20% Volunteer communication, engagement, and coordination.
- 20% Alumni communication, engagement, and coordination.
- 5% Other duties as assigned.

### SKILLS:

- Writing
- Marketing
- Organizing
- Positive demeanor
- Social media
- Go-getter
- Fun

### TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication and interpersonal skills.
- Advanced English language skills.
- Excellent time management and problem solving skills.
- Excellent customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Excellent personal computer and keyboarding skills.

Reports to PBL Director

### *Vision Statement*

*Every student will graduate with a broad academic foundation which enables each to demonstrate the skills of critical thinking, problem solving, team work and independent judgment. All students will understand democratic principles and recognize their civic responsibilities, and will be capable of ambitiously and appropriately participating in an age of dynamic technological change within a global context.*