

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Central Services

### District Coordinator, Public Affairs and Communications

Job #07-042

Closing Date: 10/06/06

The Foothill-De Anza Community College District is currently accepting applications for **District Coordinator, Public Affairs and Communications, Chancellor's Office.**

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Reporting to the Chancellor, serve as the lead media spokesperson for the District. Formulate and implement District public relations campaigns and publications. Handle all news releases and media events. Assist the Chancellor in ensuring consistent and clear communication among the colleges, District Office, Board of Trustees, and the public. Communicate Board of Trustees activities, actions, District issues, events, and accomplishments to employees. Act as the District's primary information officer and oversee the content of the District website. Establish priorities in accomplishing projects. Assist with research and interpret policies. Prepare, edit, and publish all official District and Board of Trustees news releases. Oversee the final approval of projects, reports, news releases, newsletters, and correspondence under the Chancellor's signature. Coordinate the production of publications for the District, including newsletters, brochures and fliers. Establish and maintain positive relationships with trade, local, regional, and national print, electronic and online news media, with key community and public organizations, and government officials. Coordinate and direct all Chancellor's Office and Board events, including tours, visits by education officials, ceremonies, special presentations, and receptions. Assist the Chancellor and members of the Board of Trustees in researching information, drafting speeches and preparing presentations. Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. A Bachelor's degree in Journalism, Marketing, Communications, or a related field or an equivalent combination of education and experience from which similar skills, knowledge and abilities may be acquired.
3. Three years progressively responsible experience in Public Relations, Community Relations, Writing, Editing, and Marketing.

#### **PREFERRED QUALIFICATIONS:**

1. Knowledge in the following fields: communications, media relations, public affairs, marketing, desktop publishing and advertising.

2. Knowledge of Bay Area mass media and local, state, and national education press.
3. Knowledge of desktop publishing.
4. Knowledge of the California Education Code and other applicable government regulations, including Title 5.
5. Knowledge of the principles involved in the legislative and administrative decision-making process.
6. Knowledge of and familiarity with the California post-secondary education and community college system.
7. Ability to demonstrate superior written and oral communication skills.
8. Ability to use excellent reasoning and problem solving skills.
9. Ability to complete complex tasks accurately and on time with minimum supervision and direction.
10. Ability to work effectively with people of diverse socioeconomic and ethnic backgrounds.
11. Ability to interpret and apply rules, regulations, policies, and procedures.
12. Ability to represent and promote the interests of the District.
13. Ability to handle difficult and sensitive issues and problems, and resolve conflicts.
14. Ability to prioritize tasks and projects.
15. Ability to effectively use a computer and applicable software programs.
16. Ability to initiate and assist with various types of research.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of District Coordinator, Public Affairs and Communications.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

-OVER-

**CONDITIONS OF EMPLOYMENT**

**Salary:** \$5, 715.27 per month plus benefits; level P-16

**Position:** Full-time, Permanent, 12 months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://www.fhda.edu>