

PATTONVILLE SCHOOL DISTRICT JOB OPENING
JUNE 24, 2010

Community Relations Specialist

Salary range: \$14.52- \$15.99. This is a 12 month position, 8 hours per day.

Qualifications desired: Preferred bachelor's degree in public relations, communications or related field or equivalent, relevant experience;

Excellent communication skills - both oral and written; Must have focus on providing outstanding customer service to district residents, students and staff members;

Ability to write and edit newsletters, publications and other print media; Must be creative and well-organized; Knowledge of general office methods and equipment; Typing skills: 40-45 words-per-minute;

Proficient using computers; Knowledge of programs such as MS Word, PowerPoint, Adobe InDesign,

Adobe Illustrator and Adobe Photoshop preferred; Problem solving skills; Ability to work with others;

Working knowledge of audio-visual equipment including digital cameras and video cameras.

Go to www.psd3.org to apply.