DATE: June 9, 2017

Replies must be received in the Office of Human Resources by 4PM on **Friday, June 23, 2017.**

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore

Assistant Superintendent for Human Resources

RE: ANTICIPATED VACANCY –**Director of Communications**

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| POSTING NAME:  **DIR-COMM** | **Director of Communications** |
| **QUALIFICATIONS:** | * Bachelor’s degree in Communications, Public Relations, or job related area. Master’s degree preferred * New York State SDA or SDL preferred * Job related experience within specialized field required * Knowledge of school/district organization and practice desirable. * Strong interpersonal and leadership skills that ensure productive interaction * Excellent oral, written communication and presentation skills |
| **JOB GOAL:** | To support and develop strategies in marketing, public relations, and communication on matters pertaining to the district with professional ethics, confidentiality and the law. Manage media relations and serve as the primary spokesperson and news media contact; manage the district’s social media content; provide communications and public relations counsel and advice to the superintendent and other school community stakeholders. Provide crisis communications advice and support in school and district emergencies; develop and implement public engagement strategies, when appropriate, to involve the community in decision-making and planning processes. |

A complete job description may be found on the District’s website at [www.newburghschools.org](http://www.newburghschools.org) under the ‘EMPLOYMENT’ tab.

**Internal candidates:** please respond in writing (posting name must be included) ***AND*** include current resume with letter of interest (letter of interest can be obtained on the Newburgh School Website) on or before closing date to: Michael McLymore, Assistant Superintendent for Human Resources,

124 Grand Street, Newburgh NY 12550. OR FAX TO: 845-563-3468

***\*PLEASE DO NOT EMAIL Mr. MCLYMORE DIRECTLY\****

**External candidates:** applicants must respond via the OLAS Web Site **(**[**www.olasjobs.org**](http://www.olasjobs.org)**)** before closing date. If you do not have access to a computer, or need assistance in the application process, please notify the Office of Human Resources.

MM: cpm