

**Overview:**

The Council of the Great City Schools has an immediate opening for a Communications Specialist. The position performs a variety of communications and multimedia tasks, including news writing, social media monitoring and outreach, publication layout and media relations. The position reports directly to the Communications Manager and Director of Communications.

Responsibilities:

- Pursues and develops news and feature stories for the Council's monthly newsletter, *Urban Educator*, as a staff writer.
- Manages the Council's presence on its social media platforms such as Twitter and Facebook, creates social media content and manages editorial calendar and assists with tracking and analyzing social media metrics.
- Institutes desktop publishing to produce Council publications, including reports and the newsletter.
- Assists in media relations – planning and conducting social-media outreach, responding to press inquiries, arranging press events and monitoring media coverage.
- Helps maintain up-to-date distribution lists for the news media and school-district public relations executives.
- Provides support in arranging and preparing meetings with Council public relations executives and maintains dialogue with the PREs to develop and cultivate good relations.
- Conducts biannual survey of Council member public relations offices.
- Helps post information on the Council's website, and provides statistical reports in monitoring access to electronic Council communications products.
- Assists in the development and implementation of public awareness campaigns.
- Performs other duties as assigned and directed by the Communications Manager and Director of Communications.

Qualifications and requirements

- Bachelor's degree in journalism, communications, public relations or other related field.
- At least 2 – 3 years of communications experience.
- Excellent written and verbal communication skills.
- Experience using Facebook, Twitter and other social media in a professional capacity.
- Experience in Adobe InDesign a plus.
- Ability to work well in a team and independently.
- Provides timely and accurate communication products.
- Provides courteous and professional communications.

To apply:

Candidates should submit a cover letter and resume to: tharris@cgcs.org. No phone calls, please.

Compensation:

We offer a competitive salary and excellent benefits package. We are located in downtown Washington, D.C., with convenient Metro access (Metro Center station). This position is considered non-exempt under the Fair Labor Standards Act (FLSA) Classification.

The Council of the Great City Schools is the only national organization exclusively representing the needs of urban public schools. Composed of 70 large city school districts, its mission is to promote the cause of urban schools and to advocate for inner-city students through legislation, research and media relations. The organization also provides a network for school districts sharing common problems to exchange information, and to collectively address new challenges as they emerge in order to deliver the best possible education for urban youth. For more information, visit <http://www.cgcs.org>