Job Description

Location: Hattie Mae White
Department: Instr Media - Strategic Comm
Area: Northwest
Contract Months: 12
Salary Range: $85,000.00 – $105,000.00
Academic Year: 24-25

JOB SUMMARY

The Coordinator of Public Affairs and Events will support the Director of Public Affairs and Events in maintaining systems and calendars for Board engagements and district special events, providing writing and material development support, and performing administrative tasks as needed. This role requires strong organizational and project management skills to ensure effective support for Board-related activities and engagements.

MAJOR DUTIES & RESPONSIBILITIES

1. Manage and update systems and calendars for Board engagements and district special events.
2. Assist in drafting, reviewing, and editing written materials, including materials for board meetings and public events.
3. Liaise with Chiefs and Board Services to facilitate communication and coordination in advance of monthly Board meetings.
4. Assist in planning, organizing, and executing district events, including Board meetings, public forums, and special events. Coordinate logistics such as venue selection, catering, and technology requirements.
5. Executes special projects of high priority to the department and the district.
6. Utilize strong project management skills to assist in the planning and execution of Board-related projects and initiatives.
MAJOR DUTIES & RESPONSIBILITIES CONTINUED
7. Monitor progress on various tasks and ensure deadlines are met.
8. Assist in developing and implementing processes to improve efficiency and effectiveness.
9. Support the preparation and distribution of Board meeting agendas and materials.
10. Perform administrative tasks as needed to support the Director of Board Engagement.
11. Provide general administrative support, including handling correspondence, scheduling appointments,
12. Performs other job-related duties as assigned.

EDUCATION
Bachelor’s degree

*Applicants who do not meet these education qualifications may be considered if they have a unique combination of education and work experiences that indicate potential for success in this role.

WORK EXPERIENCE
At least 5 years working in the district/central office of a large urban school district

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SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
Microsoft Office

LEADERSHIP RESPONSIBILITIES
Work Leadership. Regularly provides project management or team leadership to a group of two or more employees but does not have formal supervisory responsibility. Leading and directing is restricted to monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of the same duties they are leading.

WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

BUDGET AUTHORITY
Compiles and organizes data and figures.

PROBLEM SOLVING
Decisions are made on both routine and non-routine matters with some latitude but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.
IMPACT OF DECISIONS
Decisions have considerable impact to multiple divisions or the organization causing risks or improvements to relationships, significant efficiencies, or delays in operations, and/or significant financial gains or expenses.

Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS
Collaborate and solve problems – works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

CUSTOMER RELATIONSHIPS
Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor and becomes involved in the customer's decision-making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems.

Monitors customer service standards.

WORKING/ENVIRONMENTAL CONDITIONS
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Ability to carry and/or lift less than 45 pounds.

Houston Independent School District is an equal opportunity employer.