

NOTICE OF VACANCY

In-House Posting

BUILDING PUBLIC RELATIONS Stipend Positions

The Wareham School Department is currently accepting letters of interest for four (4) **Building Public Relations** stipend positions at the Wareham Middle School, Wareham High School, Minot Forest Elementary School and John W. Decas Elementary School for the 2017-18 school year. These positions are grant funded.

Job Goal: To engage in promoting or creating good will for Wareham Public Schools by writing and/or selecting favorable publicity material and releasing it through various communications media.

Job Duties and Tasks:

- Prepare or edit organizational publications including assisting with school newsletters and releasing photos and articles to newspapers
- Preparing bi-weekly press releases about upcoming school events to local media
- Prepare, or assist in preparing, the production of brief video segments that highlight school events or initiatives
- Meet monthly for one hour after school with the Superintendent or designee responsible for communications to plan communications strategies for the month and review ongoing projects

Qualifications: Must have experience with multi-media, i.e. Facebook, Twitter, Instagram, website design.

Stipend: \$1,451, Appendix C, Level III

Send letter of interest to Dr. Kimberly Shaver-Hood, Superintendent's Office, Multi-Service Center or kshaver-hood@wareham.k12.ma.us by July 7, 2017

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