

Community Relations Positions

- Assistant Community Relations Director
- Community Outreach Coordinator
- Event Specialist

Assistant Community Relations Director

Reports To: Community Relations Director

Position Requirements:

- Responsible for assisting with all KTSW press releases, fundraising efforts and community involvement
- Ensures relationships between colleges, organizations, community groups and the audience are maintained
- Responsible for cataloging all public affairs
- Reaches out to constituents to find content for Public Service Announcements and live copies
- Ensures assigned projects are completed creatively, accurately, and in a timely manner
- Flexible Schedule
- Performs other duties as assigned

Skills:

- Experience with Adobe CS required (CS6 preferred)
- Applicants must submit links to public relations previous work
- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

S = Supervisory Role

C = Content Management

V = Volunteer Position

Community Outreach Coordinator

Reports To: Community Relations Director

Position Requirements:

- Responsible for assisting with KTSW's community involvement
- Ensures relationships between colleges, organizations, community groups and the audience are maintained
- Reaches out to constituents to find content for Public Service Announcements and live copies
- Ensures assigned projects are completed creatively, accurately, and in a timely manner
- Flexible Schedule
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

C = Content Management

V = Volunteer Position

Event Specialist

Reports To: Community Relations Director

Position Requirements:

- Responsible for assisting with KTSW's community service-oriented events
- Ensures relationships between colleges, organizations, community groups and the audience are maintained
- Ensures assigned projects are completed creatively, accurately, and in a timely manner
- Flexible Schedule
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

C = Content Management

V = Volunteer Position