POSITION DESCRIPTION

TITLE: Community Partnerships Supervisor
LOCATION: Administrative Service Center
REPORTS TO: Communications Manager
DEPARTMENT: Community Relations

SUMMARY STATEMENT:
Under the supervision of the Communications Manager, in conjunction with the Director of Communications and Community Engagement, the Community Partnerships Supervisor is responsible for providing coordination with community members, businesses, community groups, and constituents to ensure two-way communication and involvement with the District.

ESSENTIAL FUNCTIONS:
1. Provide strategic vision, leadership, and coordination on two-way interaction with a broad array of public audiences.
2. Provide opportunities for members of the public to participate and/or experience Evergreen Public Schools through events such as Community Tours, Principal for a Day, or other similar venues.
3. Develop a Speaker’s Bureau, including development of speaker’s materials, identification and training of individuals, and scheduling of appropriate venues/groups-to provide accurate, timely, and direct contact between the district and a variety of constituents.
4. Coordinate with other district employees (such as Internship Coordinator, Art Discovery, etc.) working with area businesses, to ensure non-duplicative and/or complimentary efforts.
5. Coordinate with Evergreen School District Foundation and Evergreen Citizens for Schools to provide complimentary information and coordination.
6. Monitor and direct offerings by Community Education, including classes, instructors, and cost-effectiveness.
7. Provide coordination with other members of the Communications and Community Engagement team to ensure consistent messaging. This includes active participation in social media, print materials, video production, and web sites.
8. Reach out to school PTA, PTO, Parent Network, and Booster Clubs to ensure collaboration and coordination with area businesses.
9. Recruit and train volunteers for various District initiatives.
10. Supervise, train, mentor, and evaluate employees.
11. Participate and track budget expenditures as directed.
12. Perform other related duties as assigned.

OTHER RESPONSIBILITIES:

PHYSICAL DEMANDS REQUIRED:
## Vision
(66-100%)

## Hearing
(66-100%)

## Speaking
(66-100%)

## Driving
(33-66%)

## Walking
(33-66%)

## Sitting
(33-66%)

## Writing
(33-66%)

## Standing
(33-66%)

### MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Reading Documents</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Training</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Reasoning</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Verbal Communication</td>
<td>(66-100%)</td>
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<tr>
<td>Written Communication</td>
<td>(66-100%)</td>
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<tr>
<td>Customer Contact</td>
<td>(66-100%)</td>
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<tr>
<td>Multiple Concurrent Tasks</td>
<td>(66-100%)</td>
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<tr>
<td>Constant Interruptions</td>
<td>(66-100%)</td>
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<tr>
<td>Confidentiality</td>
<td>(66-100%)</td>
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</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

### TOOLS AND EQUIPMENT NECESSARY:

Computer, tablet, smart phone, photo camera, video camera and editing software/hardware, and/or other necessary equipment to perform the essential functions as listed above.

### MINIMUM QUALIFICATIONS:

1. Bachelor’s degree in journalism, public relations, communications, writing, English, or a related field.
2. Five or more years of increasingly responsible experience in communications, public relations, or related field.
3. Ability to effectively communicate with internal and external audiences in a positive manner.
4. Demonstrated ability to organize, set priorities, and coordinate activities, and to manage multiple tasks and projects under tight deadlines.
5. Demonstrated ability to work with a variety of internal and external groups, preferably in a school education setting.
6. Ability to work independently, to think critically, to solve problems, and to maintain confidentiality.
7. Ability to supervise employees as well as volunteers and students.

### New

<table>
<thead>
<tr>
<th>Revised Date</th>
<th>Classification</th>
<th>Class</th>
<th>Display on Web</th>
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</thead>
<tbody>
<tr>
<td>02/12/2014</td>
<td>Management/Confidential</td>
<td></td>
<td>Yes</td>
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Community Partnerships Supervisor