

PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT
HUMAN RESOURCES OFFICE
(PLEASE POST PHYSICALLY)

It is the policy of the Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School Human Resources System shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: Communications & Media Coordinator (Re-Announcement)

EXAMINATION ANNOUNCEMENT NO: **PSS-2021-092**

OPENING DATE: **February 23, 2021** CLOSING DATE: **March 9, 2021**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$45,000.00** Per Annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Health/Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **PSS, Office of the Commissioner of Education**

DUTIES & RESPONSIBILITIES:

Develops media resources to support communication using various mediums for the Public School System at the district level. The position requires technical skills in videography, graphic and web design, and proficient written and oral communication skills.

- Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the school system's activities and services.
- Regularly communicate with various school system stakeholders to gather information for publication.
- Plan, coordinate, film, and edit videos for publication.
- Compose script, talking point and press releases.
- Coordinate media for public relations activities at the district level.
- Develop illustrations, logo, and other graphic designs.
- Understand copyright laws and creative commons attribution.
- Ensure branding consistency scheme for graphics and layouts across all media products.
- Create, manage, and maintain websites.
- Design and implement social media marketing strategies.
- Establish and maintain effective relationships with media sources and maintain a media database.
- Maintain records of media coverage relevant to the school system.
- Assists with other related duties as assigned.
- Reports to the Commissioner of Education.

JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime of forty (40) hours.

The Public School System (PSS) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

QUALIFICATION REQUIREMENTS:

Minimum of Bachelor's Degree from an accredited college or university with two (2) years related work experience. Preferred experience and knowledge of the principles, practices and techniques of digital art, graphic design, layout and illustration; operation of personal computer and current graphics software programs; principles and techniques of typesetting, color theory digital printing and photography; printing processes (including four color process), various types of ink, paper stock, and other supplies used, their characteristics, uses limitations; electronic desktop publishing equipment and techniques (such as design and layout techniques). Experience with the following software (or equivalent): Softimage XSI, After Effects, Photoshop, Adobe Illustrator, Adobe Encore, Adobe InDesign, Power Point, Word and Acrobat. Furthermore, skills related to planning, coordinating, filming and editing videos using software such as Final Cut Pro.

ADDITIONAL QUALIFICATIONS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

- Excellence oral and written communication skills;
- Content Creation, Graphic Design. Experience with Digital Production Platforms or Applications
- Working knowledge of major Social Media Platforms Preferred experience working with youth, subpopulations, familiarity with cultures/languages.
- Ability to motivate others to reach their fullest potential;
- Excellent office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills½Grammar/Style
- Excellent Record Keeping Skills½Filing & Document Management

CONDITIONAL REQUIREMENTS:

This position is considered “EXEMPT STATUS”: Is not eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Non-Certified Personnel and Fair Labor Standards Act.

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES)*;
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS)*;
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE (*ONLY REQUIRED UPON OFFER FOR EMPLOYMENT*).

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFICE CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: LUCRETIA DELEON GUERRERO AT

LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG, THE HUMAN RESOURCES OFFICE AT PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3052.

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY		
FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan