

ARLINGTON PUBLIC SCHOOLS
Arlington, MA 02476

JOB DESCRIPTION

Position:

Promotions/Program Coordinator, Arlington Community Education

Job Goal:

The Promotions/Program Coordinator supports Community Education by initiating marketing materials related to ACE classes and events and helps expand general course programming.

Qualifications:

The ideal candidate is an enthusiastic, flexible, self-motivated individual. Candidate should also possess:

- Bachelor's or higher degree
- A minimum of three years direct marketing/PR experience; familiarity with our market is a plus
- Excellent writing and interpersonal skills
- Attention to detail
- Experience with MS Office suite, Google and Constant Contact
- Social Media savvy (FaceBook, Twitter)
- This is a flexible 20-hour/week position working closely with the ACE Director and Youth Programs Coordinator
- A sense of humor and ability to work closely with others in a small, fast-paced office is a plus.

Responsibilities:

Promotions/Program responsibilities include but are not limited to:

- Initiating PR related to ACE Classes and Events
- Producing general and program-specific flyers and posters
- Expanding ACE's online presence via our website and social media
- Send out weekly press releases to local newspapers and other online resources
- Create weekly Constant Contact emails to customers
- Research programming ideas and instructors
- General administration support as needed
- Assist with catalog writing and editing
- Coordinates outside events including Town Day
- Provide staffing support for evening, vacation, and summer programs when needed

Reports to: Director of Community Education

Hours: 20 hours/week

Compensation: \$23-27/hr. This position is eligible for health and other insurance and town retirement; sick, personal and vacation days are earned proportionate to hours worked.

Arlington Community Education is a self-supporting program of the Arlington Public Schools.

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.