



Job Specification

Job Title: Editorial and Production Coordinator
BCAT Code: 442X AJ
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

Job Description

Coordinates and provides professional level handling of public relations activities and special events related to the writing, design, and publication of articles, magazines, books, flyers, newsletters, and image of assigned department..

Job Duties/Responsibilities

- Writes articles for publication.
- Provides input in the design of the publication.
- Coordinates the marketing and production of publications.
- Coordinates special events such as Hall of Fame, Honors Day, etc.
- Interviews relevant individuals for articles in publications.
- Assists with preparing news releases and handling media requests.
- Surveys and tracks the effectiveness of publications.
- Performs other editorial and production related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of public relations, publication, and marketing practices and procedures.
- Knowledge of basic computer operation and software (Word, Excel, PowerPoint, Dreamweaver, PageMaker, Photoshop, etc).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively both verbally and in writing.

Minimum Hiring Standards

Bachelor's degree and one year of related experience, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.