



Conecuh County Schools

July 2022

Position:	Public Relations/Human Resources/Health Services Liaison
Location(s):	To Be Arranged (TBA)
Reports To:	Technology Coordinator, Health and Wellness Coordinator, Human Resources
Qualifications:	<ol style="list-style-type: none">1. Minimum requirement- Bachelor's Degree in Public Relations/Human Resources/Health Services2. Excellent people/relationship-building skills3. Experience with Social Media Platforms4. Computer-related skills- Google Suite, Microsoft5. Strong motivation skills6. Excellent verbal and written communication skills7. Ability to work independently on multiple assignments concurrently8. Must be team-oriented and flexible9. Health knowledge- COVID-1910. Ability to deliver presentations to professional audiences
Salary Source:	ESSER III/ADPH Grant 12 months, 240-day contract

JOB DESCRIPTION:

The Educational Public Relations/Human Resources/Health Services Liaison position is a planned, systematic management position designed to help improve the programs and services of Conecuh County Schools. The liaison will provide a comprehensive, two-way communication process involving both internal and external public with the goal of stimulating a better understanding of the role, objectives, accomplishments, and needs of Conecuh County Schools.

The Educational Public Relations/Human Resources/Health Services Liaison will assist in interpreting public attitudes, identify and help shape policies and procedures in the public interest, and carry on involvement and information activities that earn public support and understanding. He/She will also be responsible for developing plans and protocols that balance staff and student health and safety and access to academics. He/she is responsible for capturing and communicating critical information to the employees and the public.

DUTIES AND RESPONSIBILITIES:

1. Performs essential communication functions to help improve the programs and services of Conecuh County Schools.
2. Participates in public relations seminars, conferences, workshops, and institutes that pertain to the job.
3. Reads, researches, writes, speaks, and consults with educational leaders.
4. Develops and utilizes spreadsheets and databases to manage web pages.
5. Solves problems and generates solutions.
6. Presents information to the public in a professional manner.
7. Communicates with all stakeholders via Social Media and/or Local Radio and News Stations.
8. Provides expertise and advice to Central Office Leaders.
9. Maintains communication with others when appropriate regarding COVID-19 issues.
10. Provides documentation to others, when appropriate, regarding COVID-19 issues
11. Stays current with Federal and State COVID-19 Laws
12. Tracks, analyzes, advises, consults, and implements current/updated public CDC and APH guidelines in Coordination with the District's Health Services Coordinator.
13. Maintains and updates the COVID-19 Dashboard.
14. Supports the logistics activities of health/nursing and student support staff in relation to the purchasing of PPE supplies
15. Provides a transparent picture of COVID-19 in the district for members of the community.
16. Maintains records of COVID-19 Employee Leave absences and requirements.
17. Responds to all questions and provides guidance in a timely manner
18. Other duties as assigned

Applications will be received through July 28, 2022, or until the position is filled.

Applications are available online at www.conecuh.k12.al.us under human resources. You may apply online at State Teach In Alabama website or email your application to conecuh.applicants@conecuhk12.com.

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