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518 West Prospect Street
Smithville, Ohio 44677
High School: 330.669.7000
High School Fax: 330.669.7001
Website: <http://www.wcscc.org>

Date Posted: July 18, 2023

Application Deadline: July 28, 2023 or until filled

The Wayne County Schools Career Center Administration
is accepting applications for the position of:

School & Community Relations Coordinator

Starting Date: TBD
Salary: Per the Board of Education approved pay scale based on experience and educational credentials.
Reports To: Matt Brown, Principal
Work Week/Year: 184 days will be scheduled throughout the year and may include evenings.

Qualifications

- College degree in marketing or related field or equivalent marketing experience.
- Creative and strategic thinker and excellent communicator (written and oral).
- Ability to design all types of public relations and marketing materials and social media content.
- Must have a minimum of three years of employment in marketing and public relations.
- Knowledge of Microsoft Office Software, InDesign, Photoshop, other art/layout programs, Constant Contact or similar email platform and website administration software.
- BCI and FBI criminal records results less than one-year old must be submitted prior to initial employment and as required thereafter.
- Apply online at <http://www.wcscc.org>.

Matt Brown, Principal
Wayne County Schools Career Center
518 West Prospect Street Smithville,
Ohio 44677 330.669.7000

The Adult Education Center offers training and educational opportunities for adults. In addition, the WCSCC is a public high school that provides career-technical training and academic courses for high school students in grades 11 and 12.

The Wayne County Schools Career Center complies with Title II, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, American with Disabilities Act, Age Discrimination in Federal Assisted Program Act, and the Genetic Information Nondiscrimination Act of 2008 in its policies and practices of non-discrimination and harassment against students and employees on the basis of religion, race, color, national origin, sex, disability, military status, age, or genetic information in its program, activities, or employment.