Job Title: Editorial and Production Coordinator

BCAT Code: 09MX06  Effective Date: April 1, 2007
Pay Grade: G13  FLSA Status: Exempt  Revision Date: July 1, 2013

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

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 the Hall of Fame, Honors Day, etc.
- Interviews people of interest for coverage in articles and publications.
- Assists in preparing news releases and handles 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 operations and software, such as Word, Excel, PowerPoint, Dreamweaver, PageMaker, Photoshop, etc.
- Effective time management and organizational skills.
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Ability to communicate effectively both verbally and in writing.

Minimum Hiring Standards
Bachelor’s degree in English, Journalism, Art and Design, Public Relations or a related field and one year of related experience; or a combination of education and related 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.