Job Title: Editorial and Production Coordinator, Senior

BCAT Code: 09MU01  Effective Date: April 1, 2007
Pay Grade: G17  FLSA Status: Exempt  Revision Date: July 1, 2013

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

Job Duties/Responsibilities
- Researches, writes, and edits articles for publication.
- Develops and designs the publication.
- Coordinates special events, such as the Hall of Fame, Honors Day, etc.
- Interviews people for coverage in articles and in publications.
- Coordinates the preparation of news releases and public relations requests.
- Surveys and tracks the effectiveness of publications.
- Monitors the production budget.
- 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 verbally and in writing.

Minimum Hiring Standards
Bachelor’s degree in English, Journalism, Art and Design, Public Relations or a related field and four years editing and publication management 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.