



## **Saskatoon Public Schools** **Inspiring Learning**

saskatoonpublicschools.ca

Saskatoon Public Schools is the largest school division in Saskatchewan with more than 28,000 students and upwards of 3,300 professional and support staff in 47 elementary schools, 10 secondary schools and one Whitecap Dakota partnership school.

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## **SASKATOON PUBLIC SCHOOLS REQUIRES A: COMMUNICATIONS COORDINATOR**

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### **Who we are:**

Saskatoon Public Schools has a well-earned national reputation for excellence in the programs it offers to over 28,000 students in 58 schools within an annual \$250 million budget.

### **The role:**

The Communications Coordinator is responsible for supporting the delivery of communications for the school division including website management, preparation of advertising content, and building working relationships with internal and external stakeholders.

### **What you will do:**

- Maintain and proactively update the division and school websites.
- Work with external partners to develop and update web content for external sites.
- Provide direction and website training to division staff as necessary.
- Develop marketing deliverables for the division.
- Assist in the creation and updates of the division displays and showcases.
- Assist in developing content and production of communications for internal and external audiences.
- Assist and provide back-up support to the Communications and Marketing Manager.

### **What you will bring:**

- Degree or diploma in communications, marketing, or journalism and at least three years' experience working in the field. An equivalent combination of education and experience may be considered.
- Experience maintaining an organization's website.
- Superior written and oral communication skills.
- The ability to think strategically and see the big picture in which the organization functions.
- Strong organizational skills along with the ability to meet tight timelines, work under pressure, and manage several projects simultaneously.
- Strong interpersonal skills and a proven ability to create and maintain positive working relationships.
- A strong belief in the value of public education.

### **What you can expect:**

We offer a salary range of \$74,189 - \$87,266 with a 37.5-hour work week plus a full range of benefits, including extended health care, dental, group life insurance.

**How to apply:**

If your experience and strong belief in public education serve to make you an exceptional candidate, please submit an online application at <http://www.applitrack.com/Saskatoon/onlineapp/>.

**The closing date for applications is September 4, 2024.**

***Applications are encouraged from persons of Indigenous ancestry  
as we strive to develop a representative workforce.***



*Saskatoon Public Schools wish to thank all applicants for their interest.  
However, only those candidates selected for an interview will be contacted.*