



## Administrative Assistant/Graphic Artist to Director of Communications, Education Foundation Director and Community Relations Coordinator Job Description

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**Job Title:** Administrative Assistant/Graphic Artist to Director of Communications, Education Foundation Director and Community Relations Coordinator

**Reports to:** Director of Communications

**Dept./School:** Central Office

**Primary Purpose:** Organize and manage the routine activities of an administrative department office and

Provide clerical services to the staff members as well as graphic art design.  
Communicate frequently with employees, administrators and outside agencies.

**Qualifications:**            **Education/Certification:**

High School diploma or GED

**Special Knowledge/Skills:**

Proficient skills in keyboarding, word processing and file maintenance

Proficient in Adobe Photoshop, Word and Power point programs

Effective communication and interpersonal skills

Able to multi-task while meeting specific deadlines

Basic math skills

Ability to develop spreadsheets and data bases

Website experience

**Experience:**

3 years secretarial experience, preferably in a public education environment

**Major Responsibilities and Duties:**

**Graphic Design:**

Design all promotion materials for department special events and district publications

**Communications:**

Assist in preparation of department budget

Book travel arrangements

Assist with Community U program

Set up meetings

Update district websites

Create district surveys

Assist with Special Events

Update District Website as directed

**Foundation:**

Acknowledge donations and sponsorships with letters

Assist and manage alumni list

Assist and manage donor Information

Assist in the preparation of and management of the budget

Assist in the preparation of monthly meeting reservations, meeting materials and emails

Assist with events including Beacon/PT Honors and Distinguished Alumni as needed

Assist with fundraising events and marketing materials as needed

Assist with sponsorship fulfillment

Assist with travel arrangements



## **Administrative Assistant/Graphic Artist to Director of Communications, Education Foundation Director and Community Relations Coordinator Job Description**

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Maintain Education Foundation Board Information  
Respond to request about donation information and sponsorships  
Tax letters to donors

### **Community Relations:**

Maintain public relations and communicate with staff and visitors in our community  
Submit work orders as necessary  
Assist with United Way organization of materials for campuses, departments and count money  
Maintain confidentiality  
Assist and help update volunteer background info as needed

### **Miscellaneous**

- Answer incoming calls and take reliable messages
- Process purchase orders/mileage documentation for the department
- Process School Dude maintenance requests for the department
- Obtain quotes
- Order supplies
- Check mail regularly and distribute
- Other duties as assigned

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional prolonged hours, lifting and moving of moderate to heavy objects, walking, standing, stooping, bending and reaching.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_