

PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT

HUMAN RESOURCES OFFICE

(PLEASE POST PHYSICALLY)

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School Human Resources System shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: Communications and Media Specialist

EXAMINATION ANNOUNCEMENT NO: **PSS-2022-032**

OPENING DATE: **May 06, 2022**

CLOSING DATE: **May 20, 2022**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$28,918.29** Per Annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Health/Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **Office of the Commissioner of Education**

DUTIES & RESPONSIBILITIES:

Under the general supervision of the Communications and Media Coordinator, the Communications and Media Specialist will be responsible for supporting communication using various mediums for the Public School System at the district level. The position requires skills in videography, graphic and web design, and proficient written and oral communication skills.

- Assist with the planning, coordinating, filming, and editing of videos for publication.
- Assist with coordinating media for public relations activities at the district level.
- Develop illustrations, logo, and other graphic designs.
- Assist with writing, editing, and distributing content, including publications, press releases, website content, and other marketing material that communicates the school system's activities and services.
- Regularly communicate with various school system stakeholders to gather information for publication.
- Understand copyright laws and creative commons attribution.
- Ensure branding consistency scheme for graphics and layouts across all media products.
- Assist in managing and maintain websites.
- Design and implement social media marketing strategies.
- Generate, edit, publish and share daily content (original text, images, video or HTML)
- Assist with growing and expanding the school district's social media presence into new social media platforms, as well as increasing its presence on existing platforms including Facebook, Instagram, Twitter, and TikTok
- Establish and maintain effective relationships with media sources and maintain a media database.

- Maintain records of media coverage relevant to the school system.
- Commute to various locations within the CNMI, travel to Rota/Tinian for coverage of events. May include travel to Rota/Tinian and possibly off island US based training.
- Assist with other related duties as assigned.

QUALIFICATION REQUIREMENTS:

- Graduation from High School or equivalent and at least one (1) year in related field (education/media/communications)
- Preferred experience and knowledge of the principles, practices, and techniques of digital art, graphic design, layout, and illustration; operation of personal computer and current graphics software programs; basic videography skills related to planning, coordinating, filming, and editing videos; basic experience with the following software (or equivalent): Adobe Photoshop, Premiere Pro, InDesign.

ADDITIONAL QUALIFICATIONS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback.
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Excellent oral and written communication skills;
- Content Creation, Graphic Design, Experience with Digital Production Platforms or Applications
- Working knowledge of major Social Media Platforms Preferred experience working with youth, subpopulations, familiarity with cultures/languages.
- Ability to motivate others to reach their fullest potential;
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills | Grammar/Style
- Excellent Record Keeping Skills | Filing & Document Management

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES);*
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS);*
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE *(ONLY REQUIRED UPON OFFER FOR EMPLOYMENT).*

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFICE CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: LUCRETIA DELEON GUERRERO AT LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG, THE HUMAN RESOURCES OFFICE AT PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3052.

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY			
Application Type: Non-Certified	FLSA Status: Non-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan