Under the direction of the Director of Communications and Vice Chancellor for Communications, the incumbent is responsible for a wide variety of activities and work assignments that support the Chancellors Office’s communications and creative strategies. The incumbent will research and write copy for news releases, op-ed pieces, news features for web display, social media postings, reports and collateral materials. The incumbent will be the lead in developing and executing the office’s social media strategy as well as updating content on office web sites, produce daily news clippings sent to the system’s 112 colleges, assist with event planning activities, take and edit photos and perform other communications duties as assigned.

Duties:

- Research, write and edit news releases, speeches, talking points, social media posts, reports, news features and other pieces that succinctly and effectively communicate the Chancellor’s Office mission and accomplishments in serving California community college students.
- Demonstrate thorough knowledge of effective expository writing techniques and understanding of Associated Press style.
- Produce clean copy that is accurate and does not need substantial editing.
- Take the lead in coordinating, editing and publishing reports that the agency produces for the Legislature and governor’s office.
- Produce daily social media postings that inform audiences about the activities of the Chancellor’s Office and promote the work of colleges.
- Provide recommendations for social media strategies that are relevant and effective in reaching policy makers as well as current and prospective students and college staff.
- Stay current with social media mediums and make recommendations on which products might be effective in delivering Chancellor’s Office messaging and how to best integrate the mediums into the communications division’s day-to-day activities.
Duties (continued):

- Works on the System Office’s Website performing background research for and creation of individual Web pages and sections, finding material suitable for inclusion in an online format, writing or re-writing documents into Web programming language, and designing the layout and presentation of Web pages, including graphical design elements.
- Ensures communications division web content is current and accurate.
- Take and edit still photographs, assist with video projects, assist in developing and maintaining a photo bank and collecting/managing photos in the bank.
- Other duties as required.

Desirable Qualifications:

- Ability to be creative and imaginative
- Strong written communication skills
- Strong analytical skills
- Strong research skills
- Ability to work independently and cooperatively.
- Ability to set, handle, and maintain professionalism in communicating with high level contacts, staff and the public.
- Ability to set, handle, and demonstrate flexibility in dealing with multiple priorities.
- Ability to meet deadlines and work cooperatively.
- Excellent organizational skills

Who May Apply:

Applications will be accepted only from individuals currently at either the Associate Governmental Program Analyst or the Information Officer I (Specialist) level, or applicants who have transfer or promotional eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter.

Contact:

Paige Marlatt Dorr
(916) 327-5356
pdorr@cccco.edu

Interested applicants are requested to submit a standard State Application (form Std.678) to:

California Community Colleges
Human Resources
1102 Q Street, Suite 4554
Sacramento, CA 95811