



SCPS DEPARTMENT OF HUMAN RESOURCES

Job Title: Human Resources and Marketing Specialist

Location: Central Office

Reports To: Director of Human Resources

Position Purpose: The Southampton County Public School Division seeks a dynamic writer to join the organization. The writer will work in a collaborative environment to produce narrative feature stories, that reflect the division's news worthy accomplishments through news stories, press releases, brochures, and other written communications both print and electronical. The writer must ensure accuracy, clarity, consistency, and overall quality of content while meeting deadlines and balancing daily and long-term assignments.

Professional Qualifications:

1. Bachelor's degree in English, Communications, Marketing or Human Resources
2. At least five years of professional writing and editing experience, preferably within a news organization or digital content management system or at the executive level
3. Strong communication skills: ability to write and speak clearly and accurately
4. Ability to work independently and multitask
5. Strong project management skills
6. Proficient social media content management

Essential Duties:

1. Write, edit, and assure quality in all written work, including in feature articles, new releases, advertisements, internal news and announcements videos, marketing campaigns, and more
2. Create digital and written publications, videography, brochures and flyers as assigned
3. Increase the positive presence of Southampton County Public Schools
4. Consistently update the Division's policy manual and handbooks
5. Copyediting and proofreading a variety of publications
6. Develop Human Resources marketing advertisement for staff recruitment
7. Ability to work flexible hours and in inclement weather
8. Proficiency with Microsoft Office programs including Word, PowerPoint, Excel and Google Suite
9. Create official Human Resources internal documents
10. Perform other Human Resources duties as assigned

Terms of Employment: Full-time

Start Time: Immediately

To apply electronically please visit <https://www.applitrack.com/southampton/onlineapp/>

Southampton County Public Schools is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws in employment or any of its programs or activities. The Compliance Officer for Southampton County Public Schools for the above statues is the Director of Human Resources. P.O. Box 96, 21308 Plank Road, Courtland, VA. 23837, (757) 653-2692.