



SCPS DEPARTMENT OF HUMAN RESOURCES

Job Title: Communication Specialist (Chief Storyteller)

Location: Central Office

Reports To: Director of Human Resources

Position Purpose: The Southampton County Public School Division seeks an individual who will serve as the Chief Storyteller to join the organization. The individual will work in a collaborative environment to curate content that may be shared digitally or in print using social media, websites, videography or apps.

Professional Qualifications:

1. Bachelor's degree in English, Communications, Technology or Marketing
2. Preferred Master's Degree
3. 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
4. Strong communication skills: ability to write and speak clearly and accurately
5. Ability to work independently and multitask
6. Strong project management skills
7. Proficient social media content management

Essential Duties:

1. Create digital and written publications, videography, brochures and flyers as assigned
2. Responsible for photography and videography for various events
3. Write, edit, and assure quality in all written work, including in feature articles, new releases, advertisements, internal news and announcements videos, and more
4. Consistently update the Division's website
5. Update the Division's policy manual and handbooks
6. Copyediting and proofreading a variety of publications
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 Division's internal documents
10. Perform other duties as assigned

Terms of Employment: 12 months

Start Time: Immediately

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 statutes is the Director of Human Resources. P.O. Box 96, 21308 Plank Road, Courtland, VA. 23837, (757) 653-2692.