



RMDS
Rocky Mountain Deaf School

10300 W. Nassau Avenue
Denver, Colorado 80235

Videophone: 720-961-9200
Phone: 303-984-5749
Website: www.RMDS.co

Communications/PR Coordinator

2024/2025

Job Description & Qualifications

Rocky Mountain Deaf School is seeking a skilled Communications and PR Coordinator to join our team. As the Communications and PR Coordinator, you will play a pivotal role in enhancing our school's visibility, managing communications channels, and fostering positive relationships within our community. We are looking for a dynamic individual who is proficient in social media management, website administration, event coordination, and fluent in American Sign Language (ASL).

Salary Range: \$48,000 - \$50,430 (Salary is commensurate with educational degree and experience)

Benefits: Full Medical benefits for employee (additional benefits available based on employee selection)

FLSA Status: Exempt

Work Year: 200 days (includes 180 student contact days)

REQUIREMENTS:

- Bachelor's degree in Communications, Public Relations, Marketing, or related field preferred.
- Proficiency in American Sign Language (ASL) required.
- Proficiency in English required.

QUALIFICATIONS:

- Prior experience in communications, PR, or related fields preferred.
- Strong organizational skills with attention to detail.
- Excellent written communication skills.
- Proficiency in social media management and website administration.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong interpersonal skills with the ability to build positive relationships.
- Flexibility to work evenings and weekends as needed for events.
- Passion for promoting inclusivity and accessibility within the Deaf community.
- Effective and positive interpersonal skills
- Ability to structure time and manage multiple priorities

To Inspire every deaf student to think, to learn, to achieve, to care.

RESPONSIBILITIES INCLUDE:

- Works closely with the Administrative team in development and coordination of all communications.
- Proficiently use and manage the LayeredSolutions system for internal school communications including emergency notifications.
- Develop and execute a comprehensive website plan, ensuring content accuracy, relevance, and accessibility.
- Regularly update website content to reflect school activities, events, and announcements.
- Coordinate and schedule ASL interpreters for various school events and activities, ensuring accessibility for all stakeholders.
- Coordinates all aspects of Community ASL classes.
- Serve as the Events Coordinator for both internal and external events, managing logistics, scheduling, and coordination.
- Facilitate field rentals for external events hosted on campus.
- Manage all social media platforms to enhance the school's online presence and engagement.
- Develop and implement social media strategies to promote school events, achievements, and initiatives.
- Provide public Relations (PR) support including cultivating positive relationships with media outlets, stakeholders, and the broader community.
- Create and distribute weekly and monthly newsletters to keep stakeholders informed about school activities, achievements, and upcoming events.
- Facilitate effective communication channels within the school community, ensuring timely dissemination of information.
- Create PR Videos. expertise or familiar with editing software such as Final Cut Pro, iMovie, etc.
- Develop PR materials, press releases, and media kits to garner positive attention for the school.
- Organize and plan community American Sign Language classes, promoting inclusivity and fostering community engagement.
- Develop strategies and campaigns to acquire donations for school programs, initiatives, and events.

Rocky Mountain Deaf School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees

Additional Information:

***PR portfolio sample including a variety of writing samples, from press releases to web copy, social media campaigns, blogs etc.**

Position Open Until Filled