

JOB SUMMARY

Our innovative and growing company is searching for experienced candidates for the position of Communications Specialist II. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates who do not necessarily have all the qualifications but have sufficient experience and talent.

KEY RESPONSIBILITIES

Bond Campaign Communication:

- Guide clients through community engagement and planning process for school bond elections.
- Plan and lead Facility Advisory Committee meetings, in collaboration with clients.
- Develop strategy and messaging for election campaigns tailored to each client.
- Create a personalized election campaign calendar for each client.
- Perform voter analysis for clients and use data to drive election campaign strategies and tactics.
- Help produce creative content (such as fact sheets, yard signs, presentations, social media graphics, bond website, push cards, mailers, etc.) using design software to effectively communicate and support ideas, needs, and overall messaging.
- Guide community members through advocacy efforts, including leading and supporting Political Action Committees.
- Demonstrate strong interpersonal skills to build relationships and create trust with clients and their community stakeholders.
- Served as the day-to-day client contact during the bond election campaigns for communication and advocacy efforts.
- Ability to perform assigned tasks with or without reasonable accommodations.

General Communications/Marketing:

- Collaborates with the Communications Director to develop and implement a communication strategy.
- Serve as the point person for marketing and communication efforts regionally.
- Collaborate with the Dallas, Houston, and Austin communications team members to ensure a firm-wide strategic approach.
- Write, design, prepare, edit, and create print and electronic materials as needed for clients and firm-wide initiatives.
- Plan and execute special events, such as groundbreaking, school dedication ceremonies, firm-wide outings, and employee appreciation celebrations.
- Plan and implement employee engagement/culture-building activities.
- Initiate business development opportunities through targeted research and outreach, including meetings, conferences, and various other touchpoints.
- Establish and maintain relationships with clients, communities, and employees.
- Create and prepare district interview presentations.
- Assist with RFQ responses.
- Additional duties as assigned.

QUALIFICATIONS

- Excellent communication, public relations, organizational, and people skills.
- Collaborate with clients and coworkers.
- Self-starter, able to prioritize tasks and manage multiple projects and events, including their deadlines.
- Work with industry-standard software, such as Adobe Creative Suite (including InDesign, Photoshop, and Illustrator) and Microsoft Office (including Word, PowerPoint, Excel.)

EDUCATION AND EXPERIENCE

- Direct experience with K-12 communications, operations, and/or bond assistance is highly preferred.
- Master's or bachelor's degree in communications, marketing, or public relations, preferred.
- 7-10 years of experience working in communications/marketing and a deadline-driven environment.
- A portfolio of work available for review.

PHYSICAL REQUIREMENTS

- Travel: Frequent travel as needed for client meetings, including evening meetings, district events, and business development/marketing efforts.
- Job site visits: Potential to travel to job sites in various phases of construction.
- Office Work: Sit or stand during regular working hours.

Claycomb Associates Architects 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.