

<b>Position Title:</b> <b>Communications and Graphic Design Coordinator</b>		<b>Location:</b> St. Philip Street	<b>Status:</b> Established Position, Full-time
<b>Salary Range:</b> \$39,769.60 (\$19.12/hr) – \$59,696.00 (\$28.70/hr)	<b>Grade:</b> 107	<b>Department:</b> Executive Office	<b>Hours:</b> 7:00 am – 5:00 pm (Flexible)

**APPLICATIONS ACCEPTED THROUGH WEDNESDAY, MAY 16, 2018.  
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

### Position Summary:

Under the direction of Communications Manager, this position is responsible for graphic design and developing and executing internal and external communication initiatives.

### Essential Functions:

- Support internal and external communication initiatives by developing print and electronic items such as newsletters, posters, brochures, website content, and other materials as assigned.
- Creates and edits a weekly employee newsletter, quarterly customer newsletter, annual reports, and other internal and external publications.
- Serves as a graphic design resource to staff with development of presentations, graphics, posters, manuals, and other communication materials.
- Responsible for coordinating all printing aspects related to required projects.
- Ability to use standard graphic design computer programs (Adobe Creative Suite) to produce print, electronic, web, and other communication materials.
- Provide assistance with press releases, media relations, and community outreach as assigned, and serve in back-up role for Communications Manager.
- Plan, create, and post social media content and coordinate Social Media Team, with focus on Twitter, Facebook, and YouTube.
- Responsible for updating website ([www.charlestonwater.com](http://www.charlestonwater.com)) and department-specific portions of the intranet.
- Ability to listen to staff needs and conduct a draft process to develop suitable communication materials that are acceptable to the staff.
- Ability to adhere to established electronic filing protocol for archival of all projects.
- Ability to take initiative and direct a project from start to finish.
- Ability to work on multiple projects at the same time, with competing deadlines.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of applicable CWS Environmental Management System Policy and Procedures.

### Additional Duties

- May represent employer at community events, speaking engagements for schools/community projects and at public, social and business gatherings.
- Photography/coordinating photo shoots
- Performs other related duties as assigned.

### Physical Requirements, Activities, and Working Conditions

- Sedentary work exerting up to 20 pounds of force occasionally, and/or negligible amount of force frequently or constantly maneuver and transport objects.
- Ability to use a personal computer, telephone, radio, fax and copy machines and calculator.

- Ability to visually observe computer screens, printer and keyboard to receive and send information.
- Ability to receive and give complex written and oral instructions.
- Ability to bend, reach up and handle documents as required maintaining filing system and accessing bulletin boards.
- Ability for reaching and handling of documents as required to maintain an up-to-date filing system.
- General office environment, but must be able to wear Personnel Protective Equipment (PPE) as defined in the Job Safety Analysis (JSA) to perform required essential functions.

### **Education and/or Experience**

- Associates or bachelor's degree in graphic arts, communications, marketing, or a related field of study preferred, with a portfolio of design work, or an equivalent combination of education and experience totaling 3 years experience in graphic design with a portfolio of work.
- Must have training and proficiency using the Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat) and Microsoft Office (PowerPoint, Excel, and Word).
- Must have working knowledge of graphic design and internal and external communications
- Proficiency with social media platforms, especially Twitter, Facebook, and YouTube.
- Ability to communicate effectively, both orally and in writing.
- Well-developed writing, editing, and grammatical skills.
- Some knowledge of Associated Press (AP) style preferred, but not required.
- Some experience with media relations and crisis communications preferred, but not required
- Some experience with video production preferred, but not required.
- Must possess creativity, resourcefulness, attention to detail, and ability to work well in a team environment.
- Ability to prepare communication materials such as newsletter, brochures, web graphics, etc.
- Ability to organize and prioritize tasks.
- Ability to use DSLR camera and related resources.
- Prior work record indicating dependability and conscientiousness.
- .

### **Licenses, Certifications, Registrations**

- Valid South Carolina Driver's License required.

### **Training Needs:**

- OSHA and departmental safety training as required.
- Skills based training.
- Standard Operating Instruction (SOI) per department requirements.
- ISO 14001:2015 standards for department and company.
- See Department Competency and Training Matrix for this position.

### **Potential Career Path:**

**ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT CHARLESTON WATER SYSTEM DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.**

- Communications Manager
-

**Computer Skills: Advanced**

To perform this job successfully, an individual should have a **thorough knowledge** of Microsoft Windows, Outlook, Excel and Word or similar software.

**Mathematical Skills: Intermediate**

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to calculate figures such as discounts, interest, area, circumference and percentages with or without a calculator.

**Supervisory Responsibilities: None**

This job has no supervisory responsibilities.

**Safety Sensitive Position: No**

**Decision-making Authority: Routine (Non-Exempt)**

Follows routine procedures and makes minor decisions within prescribed guidelines. Refers non-routine issues to management.

**Reasoning Ability: Intermediate**

Ability to apply common sense understanding to carry out general written or oral instructions where only limited standardization exists. Ability to interpret a variety of general instructions furnished in written, oral, diagram or schedule form.

**Language Skills: Intermediate**

Ability to comprehend general instructions. Ability to read and understand safety manuals, operating and maintenance instructions and procedure manuals. Ability to write routine reports and business correspondence. Ability to effectively present information in small group situations with coworkers and the general public. Ability to respond to common inquiries or complaints from the general public.

**Environmental Sensitive Position: No**

**NOTE:** THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.