



Hawai'i State Public Charter School Commission position posting:

Communication and Services Director

The State Public Charter School Commission is the statewide charter school authorizer in the State of Hawai'i. The mission of the Commission is to authorize, assess, and acclaim a portfolio of high-quality public charter schools that offers diversity, innovation, and excellence for students and families throughout Hawai'i.

Position purpose

The Communications and Services Director reports to the Executive Director. This person is responsible for controlling the output and input of media releases for the State Public Charter School Commission. This position also fields public complaints, media inquiries and other publicity requests involving the Commission and Hawai'i public charter schools.

Position Overview

The ideal candidate has experience in media and public relations and is comfortable dealing with the public. This person is fluent with a variety of media apparatus and possesses the skills to capture, edit, and publicize photographic, video, and print content.

The Communication and Services Director works across the various teams in the State Public Charter School Commission office to capture and publicize the work of the authorizer and public charter schools in the state. This position does include travel to neighbor islands.

Primary Duties include:

1. Develop and implement a communication plan that supports the needs of the Commission.
2. Serve as a communication liaison between charter schools, the State Legislature, Board of Education (BOE), Department of Education (DOE), other governmental agencies, news media, private entities, and the public, and field inquiries from the same; this includes, but is not limited to: tracking and responding to legislation related to charter schools, serve as emergency contact for state Emergency Management, helping with communications from the DOE Safety, Security and Emergency Preparedness office and law enforcement agencies.
3. Manages, creates, and disseminates Commission updates and information concerning charter schools through the [Ka 'Elele monthly newsletter](#)
4. Has overall responsibility for managing content of the Commission's website and social media content; this includes, but is not limited to, monitoring the content of the Commission homepage, as well as posting positive stories on social media platforms.
5. Monitors external calls (complaints and media requests) and directs them to the appropriate team for action.
6. Manages and promotes an annual on-line training session offered to charter schools.
7. Performs other related duties for the office as assigned.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in communication, public relations or a related field relevant to the duties described above.
- Demonstrated work experience in fields that support the duties described above will be considered.
- Strong written and verbal communication skills, including the ability to write reports, memoranda articles, press releases, website content and other documentation and correspondence.

Salary and Benefits:

This is an exempt, excluded full time position. The full-time, 12 month, salary range is \$80,000 to \$90,000, depending on experience. The Commission offers:

- Medical, dental, and vision insurance
- Paid vacation and sick leave
- Paid holidays
- Retirement plan, as provided by the Employee Retirement System (ERS)

How to Apply:

Interested candidates should respond in confidence by email with a cover letter and resume, (professional references may be requested at the Commission's discretion) to:

PJ Foehr
Deputy Director
Hawai'i State Public Charter School Commission
808-586-3775