



# Notice of Vacancy

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## Communication & Program Manager

Idaho School Boards Association

199 N Capitol Blvd, Suite 503

Boise, ID 83702

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The Idaho School Boards Association (ISBA) is a non-profit corporation whose members consist of all the traditional school districts and most of the public charter schools in Idaho. ISBA advocates for Idaho students and public education with leadership and service for local school boards.

### General Position Description:

Oversee and manage the Superintendent Search Service. Oversee Association communications and lead outgoing communication messaging. Assist with the operations of government affairs, policy services, and professional development. Assist with implementing new programs on behalf of Association members. Advise Executive Director, as requested.

### Essential Job Functions:

*Please see posting for more detailed information about the position, but in summary:*

- Supervise and manage the Superintendent Search program, including promoting the service and conducting searches with school boards
- Author media content and op-ed pieces, as directed by the Executive Director
- Work with communication team to create content for distribution
- Occasionally conduct in-district, statewide, and event related workshops
- Assist with co-authoring policy updates to ISBA's two model policy manuals

### Minimum Job Qualifications:

*The ideal candidate:*

- Holds a bachelor's degree in a field appropriate to the area(s) of assignment, or has four years of documented work experience appropriate to the area(s) of assignment
- Has excellent and quick writing and editing skills that demonstrate ability to simplify complex information
- Has experience in presenting in front of medium to large sized groups
- Has competency with social media platforms, and office programs like Microsoft Word, Excel, and Powerpoint
- Works independently with general supervision

### Preferred Qualifications:

*These qualifications would stand out for this position:*

- A strong commitment to the mission of the Idaho School Boards Association
- Has familiarity with the public education system, or other similar public agencies
- Possesses excellent organizational skills, especially the ability to follow through on commitments with members, staff and stakeholders

- Has a minimum of three years in education, media relations, public affairs, communications, or a related field

**Physical Qualifications:**

The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity, and bending and lifting. Ability to drive and travel long distances is essential.

**Hours of Employment:**

Position is full time. Some evening and/or weekend work will be required.

**Travel:**

Travel will be required approximately 25% of the time, primarily in state.

**Licenses and Certifications:**

Must possess a valid driver's license.

**Salary Range:**

Salary range of \$70,000 - \$85,000 for full time, depending on qualifications and experience. A small relocation bonus may be considered for the right applicant.

**Employee Benefits:**

Full-time employees will receive medical, dental, vision, life insurance, vacation leave, and sick leave. ISBA also participates in the Public Employee Retirement System of Idaho (PERSI).

**About Boise:**

Boise is the largest city in Idaho, landing just above 220,000 residents. Known for making regular appearances on "Top 10 lists", Boise offers a thriving outdoor recreation hotspot – including hiking, skiing, mountain biking, fishing, golfing, boating, and more. It is home to Boise State University and offers an urban vibe with a small-town feel.

**Application Deadline:**

Opened until filled.

**Anticipated Start Date:**

To be negotiated.-

**For Questions on the Position or ISBA:** Please contact Misty Swanson at [misty@idsba.org](mailto:misty@idsba.org), or 208-854-1476.

**To Apply:**

Please email the following materials to Misty Swanson at [misty@idsba.org](mailto:misty@idsba.org)

1. Letter of interest;
2. Current Resume; and
3. Two (2) to four (4) current letters of recommendation.

**Finalists will be asked to submit a writing sample.**