
POSITION OPENING Communication Specialist

Education/Credentials/Experience:

- Excellent communication skills.
- Degree or appropriate work experience.

Responsibilities:

- Weekly newsletter.
- Maintain social media platforms.
- Website development.
- Event coordination, as needed.
- Provide support for special projects.

Classification: Administrative, 5-10 hours onsite and up to 10+ remote hours per week.

Reports to: Superintendent.

Compensation: Negotiable, based on portfolio of work.

Interested candidates *apply in writing* with a cover letter, resume, and references.



Apply via email: personnel@hemlockps.com

Deadline: Until filled

NOTICE OF NONDISCRIMINATION

The Hemlock Public School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Direct all inquiries related to discrimination to:

Superintendent
200 Wilson St.
P. O. Box 260
Hemlock, MI 48626
(989) 642-5282