

Communications Coordinator Job Announcement

About the Organization:

The Partnership for Children and Youth is a non-profit intermediary organization based in downtown Oakland. Our mission is to ensure that school-age children and youth living in low-income communities have the support and the opportunities they need and deserve to be successful in school and in life. We help schools secure the resources necessary to provide after school and summer programs, health care, and nutritious meals – the things we know children need to succeed and thrive. For more information, please go to our website www.partnerforchildren.org.

About the Job:

The Partnership for Children & Youth is seeking a full-time Communications Coordinator to work with the Senior Director of Community Schools Initiatives and the Senior Communications Associate. This position will involve a wide variety of tasks and projects related to communications, development, constituent outreach and management.

The Communications Coordinator will be a key member of the team overseeing the design, launch and management of a statewide Community Schools Network. The Network will both organize our partner advocacy organizations to build a statewide policy framework that supports local community schools work, as well as provide a platform for information-sharing around best practices for the local community schools work. The Communications Coordinator reports directly to the Senior Director of Community School Initiatives.

Essential Duties & Responsibilities:

The Communications Coordinator will perform a wide variety of tasks, in conjunction with the Senior Director of Community Schools and the Senior Communications Associate, including but not limited to:

- Participating in strategic planning, work plan development and impact evaluation for the organization and its initiatives.
- Compiling copy and drafting content for regular newsletters, blog posts, op-ed and various social media platforms, as well as tools and resources for the field
- Monitoring, maintaining, and growing PCY's web presence across several projects and platforms, including social media.
- Overseeing the design of Network contact with stakeholders (including statewide advocacy organizations, communities in the field, districts, etc.), including communications and relationship management through Salesforce and other technology platforms.
- Creating and managing of the Network's communication channels, including website, social media, and thought leadership opportunities.

- Organizing convenings, meetings, focus groups, webinars, and conference calls for the CA Community Schools Network. This includes overseeing logistical elements such as coordinating space and food, sending invitations and tracking RSVPs, promoting events, ordering and managing supplies, day-of support, and event follow-up.
- Identifying and supporting Community Schools related thought leadership opportunities, including tracking conference deadlines, drafting workshop/session proposals, coordinating speaker and presenter preparation, developing outreach materials, and making travel arrangements.
- Assisting with other project leads as needed.

Essential Functions:

- Ability to travel (some local and occasional out of town); Valid driver's license
- Ability to transport materials and set-up for meetings and conferences

Minimum Qualifications:

- A minimum of 2 years of relevant, work experience in communications support, constituent management or related field.
- Strong written and oral communication skills
- Strong project management and organizational skills
- Flexibility, keen attention to detail, and ability to manage shifting priorities
- Experience working with diverse groups of people
- Experience in Microsoft Word and Excel
- Familiarity with WordPress, Facebook and Twitter
- Commitment to the mission and values of the Partnership for Children & Youth

Preferred Qualifications:

- Knowledge of basic graphic design principles and familiarity with the Adobe creative suite is a plus
- Working knowledge of constituent database or Salesforce is a plus

Job Type: Full-time

Classification: Exempt

Compensation: Competitive. Benefits include health, 401k, and Flexible Spending Account.

To apply: Please send cover letter and resume to: jobs@partnerforchildren.org. Please include Communications Coordinator in the subject line of your email.

E-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Please do not call. Position is open until filled.

Partnership for Children and Youth is an equal opportunity employer and is committed to staff diversity.