



## Communications Coordinator

### About Us

The Center for Learner Equity (CLE) is a young, national nonprofit organization committed to ensuring that students with disabilities can access and thrive in charter and traditional district schools. CLE provides research, policy analysis, coalition building and technical assistance to a variety of stakeholders across the nation. We are a small hybrid virtual organization with a handful of people working from “HQ” in New Hampshire, a presence in New York City and in Washington, D.C., and the remaining team members working remotely from various locations. We welcome and embrace diversity both internally and externally, recognizing that including varied perspectives makes us stronger as a community. We work hard, have a good time, and care about doing what is best for kids. We value a positive, encouraging, and mission-driven work environment and are building a strong team that works collaboratively to move the organization forward.

### The Position

Reporting to the Director of Advancement, CLE’s Communications Coordinator will work to manage the external communication for the organization. We are looking for someone to manage communication deliverables and ensure we maximize the Center for Learner Equity’s impact and engagement with diverse audiences across various platforms. A proactive individual with passion for attention to detail will excel in this role if they are able to take initiative as well as ask clarifying questions. Part liaison, part manager, and part content creator, we are looking for an individual who understands how to manage multiple projects at once, can find solutions to problems quickly, and understands the importance of teamwork and collaboration. With broad responsibilities this role would be ideal for someone who is looking to gain deeper experience in multiple areas of communication.

### Specific Responsibilities

- Manage communication deliverables end to end starting from writing first drafts through edits and productions all the way to publishing.
- Manage relationships with communications consultants such as graphic designers and copy editors to ensure they understand and execute responsibilities, timelines, and maintain workflow.
- Draft and manage CLE’s social media accounts such as LinkedIn and Twitter.
- Work collaboratively across departments to manage the strategic communications plan and editorial calendar for CLE including reviewing and refining communication to remain on brand.
- Write first drafts of press releases, newsletter content, blog posts, ensuring they are aligned and targeted to promote CLE’s mission, vision, and values while maintaining brand standards and identity.
- Prepare staff and partners for interviews and press events.
- Coordinate responses to media inquiries.

- Leverage resources to enhance communications standards, systems, policies, and branding including regularly reviewing and updating CLE's style guide and ensuring staff are aware of communication standards.
- Attend external project meetings as needed representing CLE.
- Assist in the planning of and communications related to meetings and convenings.
- Prepare support materials, notes, and agendas for conference calls and meetings as needed.
- Foster a culture that promotes teamwork and professional growth while establishing clear performance standards.
- Perform other duties as assigned.

### **Skills and Abilities**

- Demonstrated work experience preferably in communications or related work.
- Excellent written and verbal communications skills; dynamic presentation skills.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple projects, meet deadlines, and delegate tasks as needed.
- Hold a high standard for excellence for self and work products.
- Curiosity about and passion for public education, familiarity with charter schools preferred.
- A deep commitment to diversity, equity, accessibility, and inclusion.
- Ability to travel up to 25% once travel restrictions lifted to all-hands meetings.
- Proficient in Microsoft Office Suite or similar software, and Google Apps.
- Previous experience with education nonprofits and/or charter schools preferred.
- With prior notice and when needed, ability to work long hours completing numerous tasks and work nights and weekends.
- Must pass a criminal background check and undergo Child Safeguarding training upon hiring.

### **Qualifications and Competencies**

- Bachelor's degree, in a related field preferred.
- Minimum of 2-3 years of experience in communications or related fields.

### **Specific Details on the Position**

**Title:** Communications Coordinator

**Reports to:** Director of Advancement

**Location:** Remote

**Hours:** Full-time, 40 hours a week

**Compensation:** Competitive, \$55,000 - \$65,000 + benefits

**Anticipated Start date:** August 2021

**Please submit a resumé and cover letter to [humanresources@centerforlearnerequity.org](mailto:humanresources@centerforlearnerequity.org).**

### **The Center is deeply committed to Diversity, Equity, Accessibility, and Inclusion**

The Center for Learner Equity is an equal opportunity employer and strongly encourages individuals of all racial, ethnic, and socioeconomic backgrounds to apply for this position. We have a strong commitment to diversity, equity, accessibility, and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. We strongly encourage applications from members of underrepresented groups and people with diverse life experiences.