North Clackamas Education Foundation Communications Coordinator Position

**Details -**

* Position – non-administrative, exempt, 0.25 fte
* Salary - $16 per hour paid monthly, quarterly reimbursements, no benefits, opportunity for increased hours, approximately $16,000 per year.
* Hours – approximately 20 hours per week, field work and work from home, office hours for staff meetings and when preferred.

**Job Description –** The responsibility of the Communications Coordinator is to maintain and improve current communications between the North Clackamas Education Foundation, the North Clackamas Community, and current donors. The Foundation is growing, and along with that growth comes an increased need to communicate with the community in a timely, transparent, and accurate manner. The Communications Coordinator will work with other Foundation staff, the Foundation Board of Directors, and marketing professionals, to relay and highlight the work of the Foundation to the community.

**Job Duties Include** (and are not limited to) **-**

* Website Maintenance;
	+ Posting Fund-A-Teacher Campaign Thermometers
	+ Updating Awards Information, Such As;
		- Scholarship Awards
		- Grant Awards
		- Donations to Partners
		- Discretionary Awards
		- Fund-A-Teacher Status
* Donor Communications;
	+ Input and development of Fall, Winter and Spring Newsletters
	+ Working with marketing professionals, NCEF staff, and board to create a Yearly Impact Report
	+ Work with staff and marketing professionals to develop donor appeals
* Social Media;
	+ Scheduling and maintaining posts to FaceBook
	+ Development of Instagram and Twitter Accounts
	+ Tracking of Social Media Interaction with Increasing Goals
* Press Releases and Advertising;
	+ Writing and Submitting Articles to Local Newspapers
	+ Identifying and Organizing General Advertisement Opportunities
* Events Communications;
	+ Development of Fundraising Event Posters
	+ Maintenance of Events Calendar
	+ Identify Event Advertisement Opportunity (ex; Chamber of Commerce Calendar, press releases)

**Requirements –**

* Any degree, or work toward a degree, centered in Communications and/or Marketing, or similar
* Website Maintenance Experience (NCEF website is currently on the Wix platform)
* Proficiency in Computer Programs and Software Essential for Materials Development
* Ability To Take Clear and Interesting Photographs

**Preferences –**

* Knowledge and experience in the North Clackamas Community
* Social Media Administrative Experience
* Some experience in the non-profit sector

Please submit inquiries to Stephanie Rose, Executive Director, at ncfoundation@nclack.k12.or.us