North Clackamas Education Foundation Communications Coordinator Position Description

July 2021

**Details -**

* Position – non-administrative, exempt, 0.5 FTE
* Salary - starting at $16.50 per hour paid monthly, quarterly reimbursements, 3% IRA contribution match, opportunity for increased hours, approximately $16,000 - $18,000 per year.
* Hours – approximately 20 hours per week,
* Location – work from home with occasional travel to schools in North Clackamas School District and events, in office occasionally for staff meetings, and when preferred by employee.

**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 Campaigns
  + 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)
* Social Media Experience, Administrative Experience Preferred
* Proficiency in Computer Programs and Software Essential for Materials Development
* Ability To Take Clear and Interesting Photographs

**Preferences –**

* Knowledge and experience in, and of, the North Clackamas Community
* Some experience in the non-profit sector
* The want to participate enthusiastically in the growth of an education focused non-profit

Please submit any inquires and/or your cover letter and resume to Stephanie Rose, Executive Director, at ncfoundation@nclack.k12.or.us