



Communications Coordinator

Application Deadline: April 30, 2015

Overview | The Community Center for Education Results (CCER) seeks a Communications Coordinator to work closely with the Communications Manager, Executive Director and CCER team to support the communications function of the Road Map Project. The Communications Coordinator will support a variety of ongoing and new efforts, including the implementation of a new Road Map Project communications plan and annual community campaigns.

This is a unique position for someone who has passion for connecting with people and communities, and can excel in a fast-moving environment.

About the Road Map Project | Race and poverty should not determine a child's educational success, but that is too often the case in South Seattle and South King County. Opportunity gaps are glaring and, in some cases, growing. We want the region's children to have access to the high-paying jobs our knowledge-intensive economy provides. Today, they do not. It is critical that we work together as a region to increase student achievement from cradle through college and career.

CCER is a small nonprofit organization that supports the Road Map Project, a collective impact initiative aimed at dramatically improving student achievement from cradle through college and career in South Seattle and South King County. The Road Map Project's goal is to double the number of students in our region who are on track to graduate from college or earn a career credential by 2020. We are committed to nothing less than closing the unacceptable opportunity and achievement gaps for low-income students and children of color, and increasing achievement for all students from cradle through college and career.

Responsibilities include:

- Support team implementation of the new Road Map Project communications plan
- Partner with CCER staff members to support communications for various pieces of the work
- Manage the Road Map Project website and related social media
- Write, edit and produce communications (e.g. newsletters, reports and online content) to reach racially and culturally diverse audiences
- Develop and produce effective graphic-based communications (e.g. flyers and web banners)
- Support the production of the Results Report, an annual data report for the region
- Support media outreach efforts
- Work with CCER staff and partner organizations to help implement regional campaigns, such as the *Let's Read!* summer reading campaign and DiscoverU week
- Help plan and execute large, regional events
- Collaborate on PowerPoint presentations, talking points and handouts for meetings
- Monitor and support requests for Road Map Project messaging and branding information
- Work with the Communications Manager to develop guides and toolkits about communications best practices, logo use, elevator speeches, etc.
- Serve as a thought partner on a variety of topics and issues

**Minimum Qualifications:**

- Three or more years of demonstrated successful experience developing and executing highly effective communications
- Excellent project management skills
- Ability to adhere to strict deadlines
- Strong persuasive writing and detail-oriented editing skills
- Excellent oral communication skills, including experience developing and delivering presentations
- Experience managing a website (WordPress experience preferred)
- High level of proficiency with Microsoft Office
- Proficiency with design software (Photoshop and InDesign preferred)
- Experience communicating with diverse audiences (e.g. families, students, communities of color, policymakers, educators, district administrators, funders and community members)
- Understanding of the challenges and barriers faced by communities around race/ethnicity, income, etc., as well as a commitment to improving outcomes for students and families
- Strong commitment to cultural competency and racial equity
- Ability to work as part of a team with people from a variety of racial, ethnic, socioeconomic, educational, religious, sexual, gender and generational backgrounds

Desired Qualifications:

- Video production experience
- Fluency in another language
- Knowledge of public education issues
- Familiarity with the South Seattle and South King County region

Salary

Salary for this job is commensurate with experience. Excellent benefit package, including health, vision and dental. CCER is an equal opportunity employer.

To Apply

To apply, please send a brief cover letter and resume to Kristin Johnson-Waggoner, Communications Manager, at jobs@ccedresults.org. Please put "Communications Coordinator application" in the subject line. No phone calls, please.