
POSITION: Communications Coordinator
REPORTS TO: Director of Development & Communications
EMPLOYMENT TYPE: part-time, non-exempt
HOURS: 30 hours/week, some weekend work as needed
COMPENSATION: \$24-\$28/hour plus full-time benefits and PTO



MISSION & VISION OF FVPS

The Foundation for Vancouver Public Schools provides essential resources and opportunities for students to reach their full potential, through collaboration and partnership with our community, students, families, and VPS staff. So that our students enjoy their educational journey and have the resources to fully realize their aspirations.

JUSTICE, EQUITY, DIVERSITY, & INCLUSION (JEDI) STATEMENT

The Foundation for Vancouver Public Schools (FVPS) is committed to becoming an Anti-Racist Multicultural Organization in order to eliminate opportunity gaps. We will share our work in equity and inclusion with our transformational partners as well as with educators and advocates throughout our district to create racially just and humanizing educational systems.

POSITION SUMMARY

The Communications Coordinator will work closely with the Director of Development & Communications to create a calendar of activities which supports the Foundation's communication needs via social media channels (Facebook, Instagram, Twitter, & LinkedIn). They will execute this calendar with the support of the team. Additionally, they will actively engage with our partners, supporters, etc. on all our social media platforms in hopes of strengthening and growing our digital presence. The Communications Coordinator will also develop an annual communications plan, taking the lead on writing the Foundation's regular newsletters, supporting the development of our annual impact report, and other key communications.

REPORTING RELATIONSHIPS

The Communications Coordinator will report directly to the Director of Development & Communications

MAJOR RESPONSIBILITIES

- Develop & execute an annual calendar for social media related communications
- Create engaging content to encourage investment from our audiences (i.e. students, families, donors, partners, etc.)
- Create an annual communication plan that overlays with the social media calendar
- Write our regular newsletter and other related email communications for events and campaigns
- Champion our storytelling efforts
- Lead communication efforts in showing how the Foundation actively lives out its JEDI initiatives, including projects like our youth led social media campaigns where students share their voice during heritage/culture focused months like Black History Month, Pride Month, etc.
- Support the Foundation in being relevant on digital platforms, which also may mean getting us engaged in new and upcoming opportunities
- Partner with Vancouver Public Schools Communications team for alignment on campaigns and marketing
- Perform related duties as assigned

SKILLS/KNOWLEDGE REQUIRED

- 2-3 years experience engaging on social media platforms for a brand/business and writing copy/newsletters for that brand or business
- Excellent writing and oral communications skills

- Creativity in approach to storytelling
- High professional and ethical standards
- Ability to work independently, to think critically, to solve problems, and maintain confidentiality.
- Strong organizational skills with an attentiveness to detail, as well as consistency and accuracy in follow-thru
- Demonstrated commitment to justice, equity, diversity, inclusion, and accessibility within professional practices
- Knowledge of Microsoft Office and Windows based computer applications
- Ability to manage multiple projects
- Comfortable interacting with a variety of populations
- Flexible, with opportunity to work remotely occasionally

BENEFITS INCLUDE

- Three weeks PTO accrued annually, on a full-time schedule
- 11 paid holidays
- Schedule Flexibility
- Up to a 3% employer match Simple IRA plan
- Health insurance reimbursement plan

TO APPLY: please send your resume and cover letter to our Executive Director, Jenny Thompson, at jenny.thompson@vansd.org.

INTERVIEW TIMELINE & PROCESS:

- Application Deadline: August 13th, 2024
- Interviews, in person: August 19th, 2024 from 9am-3pm
- Anticipated start date, pending background check: September 9th, 2024 (negotiable)

The Foundation for Vancouver Public Schools is an equal opportunity employer encouraging applicants of all backgrounds and does not discriminate on the basis of race, color, religion (creed), gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.