



## JOB DESCRIPTION

### Marketing & Communications Coordinator

#### POSITION

The Marketing & Communications Coordinator ("Communications Coordinator") will report to the Executive Director of the Mayor's Fund for Education (Mayor's Fund) and work in collaboration with Mayor's Fund staff and various external partners to fulfill the organization's mission.

The Communications Coordinator will support Mayor's Fund programs in the areas of early childhood education (ECE), kindergarten-readiness, internship opportunities, career-exploration, and college completion. Such programs may include, but are not limited to:

- ReadyRosie Long Beach Parent Engagement Program
- STEM Aquarium of the Pacific Collaboration
- New Long Beach Early Learning (*Centralized Enrollment*) "Hub"
- Early Education Network and Industry Engagement
- Long Beach Internship Challenge
- Career Exploration Initiatives
- Long Beach College Promise

#### Position Details

- Telecommuting (with assessment of returning part-time of an office)
- Compensation: (\$22-28/hr); Excellent benefits including medical insurance, vacation and sick leave, and other benefits
- Regular, Full Time
- Approximately 30-35 hours per week

#### EXAMPLES OF DUTIES

The Communications Coordinator will develop communication strategies, messaging, campaigns, collateral, and content to elevate Mayor's Fund programs. The purpose of this position is to raise the profile of the organization, bolster engagement with community programs, and elevate key issues or resources impacting students and families.

This Communications Coordinator will:

- Support organizational branding
- Plan, market and implement community engagement activities
- Manage organization's social media and web engagement through the development of strategies, content, and messaging
- Develop Communication Plans and public relations strategies (independently or with collaborative partners)
- Create various digital collateral, photo, and video projects
- Develop press releases and organization newsletters

- Attend Mayor's Fund and partner events
- Produce high-caliber messaging collateral and correspondence
- Maintain electronic files and file system relative to project completion
- Handle administrative duties as needed
- Perform other duties as assigned by supervisor

## Requirements

- Graduate, or graduate student in good standing in an accredited university, with a major in (or majoring in) Marketing, Public Relations, Communications, Journalism, English, Public Administration, Business Administration, or related field
- Excellent oral and written communication skills, for clear, concise, confident, and engaging communication with internal and external partners
- Skill and ability to communicate (oral and written) in Spanish highly desired
- Strong understanding of, and experience with, the digital media landscape, including various social media platforms
- Demonstrated proficiency and experience with graphic design software, particularly Canva
- Demonstrated proficiency in of Microsoft Office products including Word, Excel, and Power Point
- Experience developing press releases, newsletters, memos and contributing to reports preferred
- Strong interpersonal skills
- Strong organization skills, including proven ability to handle multiple projects at once, prioritize, and produce high-quality work
- Ability to handle highly sensitive materials and relationships with good judgement and discretion
- Ability to work independently, demonstrating a drive to complete work with minimal direction
- Self-starter, detail-oriented, reliable, professional, organized, and a quick learner
- Interest in education, collective impact, and civic leadership
- Must possess a valid driver's license and access to reliable transportation

---

Questions can be referred to:

Karissa Selvester, Executive Director

[kselvester@mayorsfundfored.org](mailto:kselvester@mayorsfundfored.org)