



Title: Communications Associate

Reports to: Chief External Affairs Officer

About the Foundation:

The Stupski Foundation is a private, not-for-profit national operating foundation with a mission to improve the life options for children of color and poverty through transformation of the public education system. We see students and teachers leading a learning revolution that reinvents American education, by empowering students with the opportunity to own and drive their learning. The foundation is supporting a national Learning Lab Network of school sites to model innovation, an effort that engages all stakeholders in the education system: students, teachers, administrators and policymakers. The foundation has been working in the education sector since 1996, and is based in San Francisco.

About the Position:

The Communications Associate will work directly with the Chief External Affairs Officer (CEAO) to execute the Foundation's communications strategy. This position will play a critical role in supporting all internal and external communications work, including collateral development, website content, and both internal and external communications. S/he will provide crucial support to the CEAO in ensuring projects are well managed, organized and of high quality.

Key Responsibilities:

- Provide day-to-day support for Foundation internal and external communications.
- Assist the CEAO in executing on an ambitious communications strategy involving branding development and social media platforms.
- Proofread and copyedit Foundation collateral, presentations and web content, under the supervision of the CEAO.
- Manage routine updates to the website and other publications, working with CEAO and webmaster.
- Work collaboratively with the rest of the team to integrate communications into the work of the Foundation.
- Help coordinate and track outreach to vendors and communications partners.
- Schedule, arrange, and support communications-related meetings and events.
- Provide administrative support as needed.

Qualifications:

- A passion for and commitment to social change, particularly educational reform and equity for children of color and poverty in the U.S., is required.
- Bachelor's Degree required. Background in the fields of communication or marketing preferred.
- 3-5 years of relevant work experience, communications preferred.
- Extremely strong written and verbal communication skills.
- Excellent organizational skills and detail-orientation.
- Adept at managing simultaneous and multiple projects.
- Fluent in web and social media.
- Strong initiative and drive with an extremely positive attitude and desire to work in a fast-paced environment.
- Exceptional interpersonal skills. Able to quickly and easily build strong relationships with diverse audiences.
- Must be a team player who is motivated by working in a collaborative environment, yet able to work independently and show a high level of initiative and self-motivation. Strong sense of flexibility, personal accountability and collective responsibility.



Application:

If you would like to apply, please send your resume and a cover letter to Careers@Stupski.org. Indicate "Communications Associate" in the subject line of the email for the fastest consideration. In your cover letter, please comment on how your skills and experience are a good match for this position, the personal qualities that you bring to the work environment, your salary requirements, and where you heard about this position.

The Stupski Foundation is an Equal Opportunity Employer. Please visit us at www.stupski.org.