



Pinellas Education Foundation

Communications Manager

Department:	Communications
Status:	Exempt
Education:	Bachelor's Degree or higher
Reports to:	Vice President of Communications and Advocacy

Description:

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 32 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success. This exciting position offers the opportunity to play an important, hands-on role in supporting our dynamic organization, one that makes a powerful daily impact in the lives of students. The position offers a competitive salary and generous benefits.

Responsibilities include but are not limited to:

- Support the Vice President of Communications & Advocacy in all aspects of communication and advocacy.
- Help with producing materials in support of marketing efforts, including brochures, videos, fact sheets, web content and occasional stories.
- Assist with managing media relations
- Take an active role in daily and weekly social media posts and assessing analytics to determine impact and direction of social media efforts.
- Help in the creation of the Foundation newsletter
- Assist with the Foundation's Advancement team to develop marketing materials that support fundraising efforts and campaigns.
- Manage the Foundation's website and make updates and posts as needed.
- Other duties as assigned by the Vice President.

Skills/Attributes

Strong written and verbal communications skills; excellent organizational skills and an ability to multi-task and work under pressure; strong interpersonal skills; enjoys collaborating as part of team; experience working with local media preferred; proficiency in MS Office; competency with WordPress, as well as Adobe products such as Photoshop and InDesign, a plus.

Experience Required:

Five years or more related communications and marketing experience.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Interested applicants may email (sharon.sarp@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "Communications Manager" in the subject line. No phone calls will be accepted.