



Job Opportunity: Communications Manager

We're looking for a communications multi-tasker to join our team as the Communications Manager for The Learning Network of Greater Kalamazoo. If you love where you live, are passionate about the power of education and thrive in a fast paced environment...read on...

The Learning Network of Greater Kalamazoo — the Community Foundation's "cradle to career" education initiative — is a dynamic collaboration of people and organizations who are committed to transforming how people who live in Kalamazoo County are prepared for lifelong success.

Who we're looking for

We need a confident, positive, energetic communications professional who is well versed in all aspects of communication strategies and tactics. Someone who can create and implement a communications plan, ensuring that all communications and collateral materials are compelling, effective, and represent our mission and vision. Someone who will create persuasive, relevant, and accurate communications materials that will introduce The Learning Network, engage community members, and build community support for the effort.

What you'll do

You will be the point person for all Learning Network communications. That said you will wear a few different hats:

Hat 1: Communications Manager

- Develop and execute a multi-platform communications strategy.
- Manage production of communications activities and events.
- Oversee the production of print publications and coordinate their release.
- Project manager overseeing the work and deadlines of communication consultants.

Hat 2: Story Teller

- Capture compelling success stories to build community awareness and support for The Learning Network.
- Generate ideas for timely blog-posts, op-eds and press releases.

Hat 3: Social/Digital Media Guru

- Oversee the compilation and release of our monthly e-newsletter.
- Continuously improve our social media presence and ensure the media channels are kept up to date with rich, timely content.
- Generate ideas for charts, infographics, maps and other visualizations that enhance our ability to communicate complex ideas.

What you need to do the work

- A BA or equivalent and 3-5 years of experience in a communications, public relations or journalist role
- Knowledge and ability to execute current trends in digital and social media
- Excellent project management skills; including ability to meet strict deadlines; and hold others accountable
- Strong editing skills and attention to detail, and the ability to manage complex operations in a fast-paced environment.
- Strong interpersonal skills with an aptitude for managing key relationships and setting expectations with tact and diplomacy.
- Good sense of humor.
- A passion for public education and commitment to justice and equity for people of all ethnicities, races, ages, gender identities, sexual orientations, economic circumstances, physical and mental abilities and characteristics, and philosophies.

What we offer

- A competitive salary and benefits package
- A team-oriented, performance excellence culture;
- Opportunities to grow and advance;
- Really cool office space;
- A chance to be in the center of educational transformation in Kalamazoo County;
- A real opportunity to help people in Kalamazoo County reach their full potential.

To Apply: Applications are accepted through our on-line system. Please visit our website:
<http://www.kalfound.org/About/Careers>

For more information about The Learning Network of Greater Kalamazoo:
<http://www.thelearningnetwork.org>

Position is open until October 18, 2015