

Communication & Outreach Manager - Learn to Earn Dayton

Learn to Earn Dayton's vision is that all learners and their families in our region can thrive - regardless of race, gender or zip code. Our mission is to collaborate with cross-sector leaders to ensure all learners in the Dayton region have the resources and opportunities to earn a family sustaining income. Our big goal is that 60-percent of working-age adults in Montgomery County will have a college degree or high-quality postsecondary credential.

POSITION SUMMARY

The Communication & Outreach Manager is responsible for designing and implementing Learn to Earn Dayton's communication, marketing, and community outreach strategies to advance the goals of our strategic plan. The Manager will work collaboratively with internal and external partners to conduct outreach to our various constituencies, including students, families, donors, volunteers, and policymakers. They will use qualitative and quantitative evaluation to measure impact and effectiveness of communication and outreach efforts. They will work closely with the entire team and manage the systems and structures that support communications and outreach.

COMPENSATION \$50,000-\$70,000/year plus benefits

REPORTS TO: Development Director POSITION TYPE: Full time LOCATION: Dayton, Ohio

ESSENTIAL FUNCTIONS

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

JOB DESCRIPTION

- Facilitate the organization's communications and outreach to internal and external audiences
- Collaborate with internal and external partners to coordinate and oversee content creation and calendar to ensure regular and consistent voice
- Capacity to target audiences and effectively communicate the partnership's key messages
- Experience in developing strategic communications plans (from research through measurement/evaluation) and in designing specific content strategies to meet objectives
- Demonstrated ability to communicate with multiple audiences in a culturally competent manner
- Stellar writing and oral communications skills and a keen sense of newsworthiness
- Understanding the effectiveness and appropriateness of communication assets (text, images, audio, video) and how to deploy them
- Visual, audio, and video content creation experience; well-developed eye/ear for best practices in each
- Strong attention to detail
- Work independently and make appropriate decisions with innovation, creativity, and patience
- Communicate clearly, in oral and written formats, with others in person, over the phone, through digital platforms and via other devices
- Ability to transcribe, read extensively, prepare and analyze data and figures, and operate a computer and other standard office machinery for extended periods of time
- Regularly travel to offsite locations to set up presentations and outreach opportunities
- Use content management systems and analytics for web, e-newsletters, and social media
- Develop and cultivate culturally relevant messaging with community stakeholders
- Champion and communicate results spurred by the partnership to inform stakeholders about the partnership's progress
- Work with the Learn to Earn Dayton staff team to accomplish the strategic objectives and implement priorities established in the strategic plan
- Work with other Learn to Earn Dayton Directors and staff team members to build a friendly, supportive, healthy, high-functioning team

REQUIRED EDUCATION AND EXPERIENCE

- At least three years full-time, professional work experience with significant responsibilities
- Team orientation, ambition, and a strong work ethic
- Working knowledge of intermediate- to advanced-level equipment (DSLR camera, video, audio recorder, microphones)
- Comfort and experience using editing software (image, audio, and video, post-production)
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- High levels of resourcefulness, critical thinking, and creative problem-solving
- Experience in Microsoft Office programs (Word, Excel, PowerPoint) and Adobe Creative Suite
- Friend of technology who can learn and use software platforms competently
- Access to a car, possession of a valid driver's license, and proof of current automobile insurance
- Complete and pass all background checks and security clearances

COMPETENCIES REQUIRED

- Ability to implement and manage multiple projects at one time
- Ability to work with complex systems and operationalize improvements
- Ability to manage individual, group, and organizational interactions
- Ability to express ideas effectively using verbal, nonverbal and writing skills
- Ability to make critical judgements and perform complex tasks independently
- Strong time management skills
- Strong conflict management skills to avert problem situations and resolve conflicts
- Strong interpersonal skills and customer-service orientation

PHYSICAL DEMANDS OF THE POSITION

- Ability to travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

TYPICAL WORK HOURS AND TRAVEL

- Standard Monday-Friday work days, with occasional weekend and evening work
- Travel within Ohio and out-of-state may be required for select training events, conferences, and professional development

WORKING CONDITIONS

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require ability to lift, carry, push, and/or pull objects weighing up to 50lbs
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines

TO APPLY

Please email your cover letter & resume with "COMMUNICATIONS & OUTREACH MANAGER" in the subject line to Stacy Schweikhart stacy.schweikhart@learntoearn Dayton.org. No phone calls please.

Learn to Earn Dayton is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.