

AEP External Affairs Coordinator

Status: Exempt Date: July 2016

Position Purpose:

The AEP external affairs coordinator will work with the Arts Education Partnership (AEP) at Education Commission of the States and will contribute to the organization's mission to ensure every student in America succeeds in school, work and life as a result of a high quality education in and through the arts. Under the supervision of the AEP Director, the external affairs coordinator's primary functions will include serving AEP Partner Organizations by providing priority access to research and information, and creating opportunities for communication and collaboration between arts disciplines and across sectors on key education issues. The external affairs coordinator will also provide support to the AEP team by drafting policy and communications materials, participating in meetings on behalf of AEP leadership, and providing strategic leadership for AEP's external affairs and outreach activities.

Essential Duties and Responsibilities:

1. Support the work of AEP and ECS leadership in advancing policies and research related to the arts in education, through technical assistance, coalition building, communications, and event support.
2. Provide support for AEP Director for meetings with partners in the DC area on a regular basis, and provide strategic recommendations for ongoing engagement.
3. Lead external affairs engagement for AEP in collaboration with ECS and AEP leadership, by ensuring open lines of communications with AEP partners and stakeholders, identifying new and on-going opportunities for collaboration and engagement, and participating in meetings on behalf of AEP.
4. Draft, contribute to, and edit policy reports, blogs, newsletters, and other communications materials for publication and Web distribution.
5. Support the implementation of strategic planning priorities as directed by the AEP director, including active engagement with partners around the AEP 2020 Action Agenda for Advancing the Arts in Education.
6. Contribute project concept ideas individually and as a member of teams. Assist in linking projects between departments and with other organizations.
7. Assist with meeting planning, including determining meeting objectives, speaker identification, preparation of background materials and synthesis of conference proceedings.
8. Participate in internal and external meetings as needed.
9. Contribute to content development and strategic planning for social media platforms.
10. Perform other ECS duties as required.

Other Duties and Responsibilities:

1. Write and edit concept papers and grant proposals.

Job Specifications:

- Minimum bachelor's degree.
- 1-3 years previous experience in the arts, education, public policy or external affairs experience.
- Maintains neutrality and objectivity on polarizing issues.
- Basic knowledge of education systems and policy issues.
- Curiosity about the arts, arts education and the role arts play in student achievement.
- Previous experience with social media platforms and external communications strategies.
- Builds and maintains good team relations.
- Collaborates effectively with other staff members and representatives from partner organizations.
- Identifies the organization of tasks and the time schedules to help accomplish goals efficiently, creatively, and effectively.
- Highly self-motivated and works autonomously with minimal supervision, and remotely from other members of the AEP team.
- Locates information concerning complex issues and determines relevance and importance.
- Distinguishes validity among a wide variety of resources.
- Conveys complex information clearly, both orally and in print.
- Strong sense of integrity and professionalism in representation of the organization, both internally and to external constituents and leaders.
- Manages multiple tasks with competing deadlines; meets deadlines.
- Proficient in use of digital software and technology, including databases, MS Word, Excel and PowerPoint.

Supervisory Authority:

Does not have supervisory authority. Receives direct supervision, and may be mentored by senior staff. If requested by director, may supervise the work of outside project consultants.

Communication:

The AEP external affairs coordinator communicates regularly with members of the media, ECS staff, staff of ECS officers, partner organizations, and other education organizations. The external affairs coordinator will also have experience or knowledge of social media platforms and external communications strategies, and will collaborate extensively with the ECS communications team to provide support and guidance for messaging to a variety of audiences.

Physical/Cognitive Demands:

The external affairs coordinator must meet deadlines; make decisions quickly under pressure; assume independent responsibility; have high energy, creativity, and sound judgment; and have maturity and confidence to interact with members of the media, high-level arts and education leaders, and federal partners.



Working Conditions:

Out-of-state travel required up to 15% of time, depending upon project demands. The noise level in the work environment is usually moderate. Must be able to operate the following equipment: personal computer, telephone, copier, and fax.

Compensation and Benefits:

ECS offers competitive compensation and benefits, including health, dental, life, long term disability, and vision insurance, a flexible spending account, a health reimbursement account, and a yearly contribution to your 403b retirement plan. This position is located in Washington, DC. The salary range for this position is commensurate with experience.

Applying for the Position:

To be considered for this position, please send a resume, cover letter/e-mail to Matt Padilla/mpadilla@ecs.org. The subject line in your e-mail should read "AEP External Affairs Coordinator."

Deadline to apply: All applications must be received by close of business on August 18, 2016.

The Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.