



EDUCATION COMMISSION OF THE STATES

Your education policy team.

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Job Description

Job Title: Communications Specialist
Date: April 4, 2016
Status: Exempt
Reports to: Director of Communications

Position Purpose:

The Communications Specialist will work with the Education Commission of the States (ECS) Director of Communications to deepen and refine all aspects of communications with the goal of creating a stronger brand for the organization.

Essential Duties:

1. Proof, copy edit and revise a variety of documents including proposals, presentations, reports and other written and electronic material.
2. Edit documents for continuity, logic, organization and message.
3. Write, edit and disseminate news releases and follow up with key members of the media to promote coverage of the news release.
4. Research media coverage and industry trends.
5. Handle incoming requests for information from media and key stakeholders.
6. Compile and distribute electronic newsletters and actively strategize to increase click rates and subscription databases.
7. Determine and monitor effective metrics for measuring success of communications efforts.
8. Assume active role in conference planning and logistics.
9. Prepare briefing materials, write talking points and assist with building presentations for senior staff members.
10. Perform other duties as required.

Job Specifications:

Required:

- College degree and minimum 3 years' experience in communications, public relations, journalism or related field.
- Excellent writer and editor.
- Experienced with AP Style editing.
- Experience in relationship-building with members of the media.
- Strong interpersonal and verbal communication skills.
- Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook).
- High energy, creative and the ability to work under tight deadlines.
- Ability to handle multiple projects with exceptional attention to detail.
- Able to complete tasks in a timely manner with minimal guidance.
- Strong organizational skills.

Preferred:

- Five or more years of experience in the communications field.
- Basic knowledge of education issues and the policymaking process.
- Experience with a non-partisan, nonprofit organization.
- Experience with graphic design and proficiency using Adobe InDesign.

Supervisory Authority:

Does not have supervisory authority. Receives direct supervision, and may be mentored by senior staff.

Financial Authority:

The Communications Specialist will help develop and manage the communications division budget with the Director of Communications.

Communication:

The Communications Specialist communicates regularly with ECS staff, staff of ECS officers, partner organizations and other education organizations.

Physical/Cognitive Demands:

The Communications Specialist 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 and high-level education leaders.

Working Conditions:

Minimal travel required outside of annual meetings. Must be able to operate the following equipment: personal computer, printer, telephone, copier and fax.

Compensation and Benefits:

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

Applying for the Position:

To be considered for this position, please send a resume and a cover letter that includes your salary requirements via email to Antionette Garcia at agarcia@ecs.org. The subject line in your e-mail should read "Communications Specialist."

DEADLINE TO APPLY is Friday, April 22, 2016.

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