



# Communications Specialist

## Status: Exempt

Feb. 10, 2017

### **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. This role will actively serve as a communications liaison into the Arts Education Partnership (AEP), a center within Education Commission of the States.

### **Essential Duties and Responsibilities:**

1. Serve as a member of the ECS communications team and work with the Director of Communications to develop and execute communications-related tasks.
2. Gather relevant content, draft, copy edit and distribute electronic newsletters that engage constituents and build the organization's reputation.
3. Identify, regularly monitor and analyze metrics for measuring success of communications efforts.
4. Use data to develop and implement strategies to improve communications and outreach efforts.
5. Edit a variety of documents including proposals, presentations, reports and other written and electronic material for message accuracy and continuity, organization and AP Style.
6. Maintain up-to-date web content including updating text and graphics, preparing documents for web, proper placement of content and general troubleshooting.
7. Assume active role in preparing all communications-related materials for conferences.
8. Prepare briefing materials, write talking points and assist with building presentations for senior staff members.
9. Serve as a communications liaison to AEP and provide assistance for specific communications needs.
10. Build collaborative relationships with communications contacts in partner organizations.
11. Perform other duties as required.

### **Job Specifications:**

- College degree and minimum three 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, peer organizations and education policy leaders.
- 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 and high-pressure situations.
- Ability to handle multiple projects with exceptional attention to detail.



# EDUCATION COMMISSION OF THE STATES

Your education policy team.

- Able to complete tasks in a timely manner with minimal guidance.
- Strong organizational skills.
- Curiosity about the arts, arts education and the role arts play in student achievement.

## **Preferred:**

- Five plus 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. If requested by Director, may supervise the work of outside project consultants.

## **Communication:**

The Communications Specialist communicates regularly with members of the media, ECS staff, 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, a flexible spending account, a health reimbursement account, and a yearly contribution to your 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 cover letter via e-mail to Antoinette Garcia/agarcia@ecs.org. The subject line in your e-mail should read "Communications Specialist."

**DEADLINE TO APPLY: All materials must be received by close of business on Feb. 24, 2017.**

***Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse workforce.***