

# Communication Specialist - AEP

STATUS: EXEMPT

## Who We Are

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Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We have been named by The Nonprofit Times for five consecutive years as one of the Top 50 Best Nonprofits to Work For. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

## Who You Are

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A Communications Specialist at Education Commission of the States is an entry-level position that works with the Arts Education Partnership (AEP) director to deepen and refine all aspects of communications with the goal of creating a stronger brand for AEP.

## Essential Duties and Responsibilities

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1. Serve as a member of the AEP team and work with both the AEP director and ECS director of communications to develop and execute communications-related tasks.
2. Edit a variety of documents including policy reports, proposals, blogs, presentations and other written and electronic material for message accuracy, organization and AP Style.
3. Coordinate with ECS' graphic designers to create social tiles and other graphics for AEP's social media, website and other purposes.
4. Gather relevant content, draft, copy edit and distribute AEP's biweekly electronic newsletter that engages constituents and build the organization's reputation.
5. Create a monthly communications impact report and quarterly impact information for required federal reporting.

6. Manage AEP's social media presence in collaboration with the AEP director.
7. Assume an active role in preparing all communications-related materials for AEP events, including a national conference, policy academies, thinkers meetings, quarterly partner webinars and others.
8. Maintain up-to-date web content including updating text and graphics.
9. Communicate with blog authors, edit posts, choose images and upload posts to the ArtsEd Amplified blog.
10. Use data to develop and implement strategies to improve communications and outreach efforts.
11. Support the ECS communications team in editing and other communications-related tasks as needed.
12. Perform other ECS duties as required.

## Required Skills and Qualifications

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- Bachelor's degree.
- Minimum three years' experience in communications, public relations, journalism or related field.
- Proficient in use of digital software and technology, including databases, Microsoft Word, Excel and PowerPoint.

## Compensation and Benefits

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Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long term disability, 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 and must be able to produce proof of vaccination. The salary range for this position is \$50,000-\$60,000.

## Applying for the Position

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Please send a resume and cover letter e-mail to Kate Haggerty/[khaggerty@ecs.org](mailto:khaggerty@ecs.org). Please include "Communication Specialist - AEP" in the subject line.

**All applications must be received by close of business Tuesday, January 18th, 2022.**

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