



# EQUITY IN EDUCATION

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C O A L I T I O N

## **Job Posting**

Job Title: Communications Fellow  
Reports to: Executive Director  
Location: Seattle with some travel  
Salary Range: \$33-37K

## **About Equity in Education Coalition**

The Equity In Education Coalition is a civil rights advocacy organization focused on closing opportunity gaps and improving educational opportunities and outcomes for children of color.

We are taking a strategic approach to closing the opportunity gap that takes into account the effects of race, homelessness, racial and institutional discrimination, children and parents whose first language is not English, poverty, and family instability.

## **Job Description**

The Equity in Education Coalition (EEC) is looking for a multi-talented individual to participate in a 12-month communications fellowship supporting the EEC's message development, media engagement, and content creation. The fellow will be supported with a yearlong training program designed to develop skills like talking with the press, writing for the public, and strategically using social media.

The fellowship is a paid, full-time position with a contract through July 2019, with the possibility of a permanent position after that date. The position will work closely with EEC staff, board of directors, and stakeholders to engage the public in a culturally competent, racially conscious dialogue around Washington's education system. Our goal is to change the conversation on education in Washington State to incorporate race, equity, and the well-being of students of color.

A commitment to those values is the most important qualification for this position, and candidates of all skill levels and experiences are encouraged to apply.

## **Communications Support (90%):**

- Generate content to be shared with coalition members, supporters, and the general public.
  - Draft earned and social media content.

- Develop communications plans that incorporate creative tactics to reach and engage the public.
- Draft, revise, and upload content for EEC website.
- Engage in the strategic brand development of EEC, along with staff, and partners.
  - Organize initiatives and plan events or press conferences.
- In collaboration with EEC staff and the Communications Hub, develop communications strategies to further the mission of equitable public education in Washington State.
  - Work to elevate EEC's priorities during legislative session.
  - Identify opportunities to engage the public in EEC's mission and work year-round.
  - Develop creative campaigns that utilize social media platforms to boost EEC's brand visibility and engage new audiences.
- Identify and collect personal stories from advocates and leaders across Washington State.
  - Support and train volunteers to be effective storytellers.
  - Write or help draft Op-Ed's from advocates and EEC leadership for placement in print media.
- Participate in a 12-month communications training program led by multiple trainers and teachers working in the social justice field.

### **Executive Support (10%)**

- Administrative responsibilities in support of the Executive Director.

### **Qualifications**

- Solid writing skills and storytelling.
- Working knowledge of MS office; photo and video-editing software is an asset.
- Working knowledge of web design and content production is a plus.
- Comfort working with a database for advocacy, targeted emails and event sign-up.
- An interest in politics and education.
- A strong commitment to racial equity and social justice.
- Ability to work collaboratively and organize people.
- Strong interpersonal skills and a willingness to meet and build relationships with stakeholders, press, etc.
- Bi-Lingual preferred but not necessary.
- Must have reliable transportation
- A great sense of humor; love of dogs; love a variety of foods, cultures, perspectives.

### **About Us**

We are a small team committed to the work of racial equity in the educational system. The office is located inside a beautiful building in a park.

We're in White Center, and it's awesome here, with diverse restaurants, bars, and shops. The team is ridiculously dedicated to the mission and fun to work with. It helps that we have the best snacks – no joke, you \*must\* love to eat a variety of foods and experience different ethnicities, cultures, and perspectives.

Please be aware that there are two small, friendly dogs in our office regularly and this is part of the office environment that candidates should consider before applying.

### **How to Apply**

Send a resume, cover letter, and writing samples to [info@eec-wa.org](mailto:info@eec-wa.org) with the subject heading Communications Fellowship. We will consider applications as they arrive.

This is a full-time, paid position and located in Seattle. Start date is negotiable. Flexible, supportive work environment. Salary range is \$33K-37K.

Send all questions regarding this position to [info@eec-wa.org](mailto:info@eec-wa.org) and please, no phone calls.

We value diversity and strive to live an anti-racist existence. People whom can speak to their lived experience around racial inequity, oppression, and institutional and/or systemic racism are ***strongly encouraged*** to apply.

### **Our Hiring Process**

We will read your cover letter first; it's important for us to understand whether this is the right fit for you. In your cover letter, please be sure to tell us why you are interested in this job, what you like about EEC, and share examples of past work you've done that makes you a strong candidate. This is an entry-level position, so we do not expect you to have much, if any, relevant paid work experience; feel free to share examples of work done in school or as a volunteer if that makes more sense.

We will review applications on a rolling basis until the position is filled.

We will begin scheduling phone interviews in early August.

We will begin in-person one-hour interviews in mid-August. If you are invited for an in-person interview, we will ask for two work samples relevant to this position, e.g. a process you created, a writing sample, or other relevant materials.

Finalists will be invited to a second-round one-hour interview, and we will make an offer shortly thereafter.

We would like to have the selected candidate start in early September.