

Milwaukee Succeeds Job Opportunity: Communications Coordinator (part-time)

Milwaukee Succeeds is a collective impact, community-wide initiative that unites hundreds of individuals and organizations around a common purpose of improving educational outcomes for every child in every school, cradle to career. Our community's goals are to improve kindergarten readiness, school readiness and college and career readiness for Milwaukee's children and youth, and in so doing, focus on improving the social emotional health of our kids.

Our partners are educators, community leaders, philanthropic organizations, businesses, youth-serving organizations, parents and political leaders. They are committed to using data to tell us what practices achieve the greatest impact, continuously improving how we operate and rapidly and nimbly expanding what works to support learning and life options for our kids. As part of the Greater Milwaukee Foundation, Milwaukee Succeeds reflects the Foundation's commitment to education, rooted in 100 years of history in the Milwaukee region.

You can make a difference, as Milwaukee Succeeds is seeking a part-time Communications Coordinator (20 hours/week)! The Communications Coordinator is responsible for leading the communication program for Milwaukee Succeeds, providing oversight and execution of the partnership's communications goals and plans, and working with the Milwaukee Succeeds team to deliver on the mission of the partnership. Major functions of this position are to:

- Develop and execute a multi-platform communications strategy
- Serve as lead writer, editor and publisher of Annual Community Milestone Report
- Manage and lead ongoing development and maintenance of the partnership's website and social media accounts
- Partner with the Milwaukee Succeeds team to identify and develop stories that effectively communicate our partnership's work
- Produce and manage content for newsletters and other vehicles for internal and external communications
- Partner with the Deputy Director to direct the work of the Community Engagement AmeriCorps VISTA
- Plan and execute large community-wide events

Qualifications

- Associate Degree in Communications, Marketing or related field required; Bachelor's Degree preferred
- Five (5) or more years of relevant work experience required, preferably in the field of communications, marketing, event management, education, nonprofit, government or civic leadership

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- Experience with the continuous improvement process, program development, management and/or evaluation preferred
- Proficient in Microsoft Office Suite applications, Adobe Design Suite, email marketing software, content management systems and social media
- Effective project manager with a focus on being self-directed and goal-oriented, utilizing multi-cultural intelligence, appreciation and respect to proactively collaborate with a diverse group of constituents
- Ability to communicate effectively, verbally and in writing; skilled at synthesizing complex information and communicating in an accessible and compelling style
- Ability to provide strategic oversight for the planning and hosting of public events
- Ability to provide continuous improvement in organization's communications program
- Proven ability to manage administrative needs (e.g. calendaring, document prep)
- Strong analytical thinking and decision-making skills, including problem anticipation and resolution
- Skilled at creating processes and systems, managing details and working independently
- Demonstrated understanding of community needs and strategies to promote community impact

This part-time position (20 hours/week) is eligible for short-term disability, 403(b) retirement plan, paid time off (PTO), tuition reimbursement and more!

Please include resume, cover letter and salary requirements when [applying](#).

Equal Opportunity Employer