



Position Title: Communications and Events Manager

Organization: Stamford Public Education Foundation, (SPEF)

Location: Stamford, CT

Assignment: Fulltime

Hours/Location: Monday – Friday/Partially remote work through September

Compensation: Based on experience and expertise

Reporting to: SPEF Development and Communications Director

About SPEF: Founded in 1996, the Stamford Public Education Foundation (SPEF) is a registered 501(c)3 non-profit organization focused on delivering educational programs and resources that elevate student, educator, and parent success by bridging the gap between needs in the Stamford Public Schools and resources in our community.

In pursuit of its mission, SPEF focuses on delivering programs & resources in four areas:

- College and Career Readiness
- Family Engagement
- Enrichment
- Kindergarten Readiness

With help from hundreds of volunteers, SPEF provides educational programming to all 21 of Stamford’s public schools, including tutoring, mentoring, book distributions, parent leadership training, Pre-K experiences, and more.

As the district transitioned to distance learning during the pandemic, SPEF quickly and effectively pivoted to address the challenges facing our school community. While SPEF has continued to safely deliver some of its existing offerings, such as book distribution and tutoring, it has also implemented new initiatives, including grab & go meal distribution, virtual home work help, and family engagement outreach and support. This approach is allowing SPEF to meet the moment and address the immediate needs brought on by the pandemic while continuing its tradition of providing quality academic assistance in the areas of mentoring and tutoring.

Position Summary: The Communications and Events Manager will work collaboratively to create and deliver SPEF’s marketing and communications initiatives to donors, volunteers, partners, and the school-wide community. The Manger will also be responsible for coordinating special events. Key skills include strong written and verbal communication, superior attention to detail and organization, ability to

multitask, social media management expertise, and being comfortable with online engagement platforms for digital marketing and online fundraising.

Responsibilities:

- Develop and implement the annual communications plan; review and adapt quarterly.
 - Includes public relations, social media, digital newsletters, and more.
- Create online content for social media that engages audience segments and leads to measurable action, update monthly analytic reports. Build followers across platforms.
 - Facebook, Instagram, Twitter, and LinkedIn
 - Monitor and manage Google Ads account.
- Work with graphic designer to develop and maintain all print and electronic promotional collateral including, but not limited to, newsletters, brochures, posters, and flyers.
- Work with SPEF's webmaster to coordinate webpage content updates, ensuring new and consistent information is posted regularly (program descriptions, article links, stories, videos, and events).
- Create a public relations plan that details a drumbeat of agency news. Write and distribute press releases/media alerts; track "clippings" in binder and in website press room.
- Be the team lead for organizing special events, coordinating with the Development Associate to maximize fundraising initiatives.

Qualifications:

- Strong communication skills (both written and verbal)
- Strong Organizational skills and attention to detail
- Experience working with social media platforms: Facebook, Twitter, Instagram, LinkedIn, and YouTube
- Enjoy working as a team.
- Be proficient in Microsoft Office, including Word, PowerPoint, and Excel
- Demonstrate commitment to program's mission
- Be professional, yet friendly and easygoing
- A "Can Do" attitude with a pleasant demeanor and outgoing personality

Disclaimer: SPEF is an equal opportunity employer, in compliance with state and federal statutes, we prohibit any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran, or status in any group protected by state or local law where we operate.

How to apply: Apply today by emailing your cover letter and resume to employment@spefct.org.