

**Position/Title:** *Operations and Communications Coordinator*

**Reports to:** *Executive Director*

**Status:** *Part Time*

**Hours Per Week:** *Average of 30 hours/week*

## **WHO WE ARE**

The Gloucester Education Foundation (GEF) was formed in 2005 by a group of Gloucester residents who were committed to public education and wanted to bring support to the Gloucester Public Schools, which at the time were facing serious budget challenges threatening arts, music, and science. GEF set out to transform the way education was approached in the Gloucester schools, with the goal of making the Gloucester Public School District one of the best in the state. Since then, GEF has raised over \$9M in donations and grants, catalyzing new and innovative programs for all ages throughout the district. Learn more at [www.thinkthebest.org](http://www.thinkthebest.org).

## **Our Mission**

The Gloucester Education Foundation drives innovation, encourages creativity, expands student opportunities and empowers educators to strengthen teaching and learning in the Gloucester Public Schools.

## **Our Vision**

Students in the Gloucester Public Schools are engaged in and enthusiastic about their education, are prepared to reach their fullest potential, and are dedicated to community engagement.

## **WHAT WE SEEK**

We are looking for a creative multi-tasker to coordinate operations and communications in our busy Gloucester office. A commitment to supporting public schools through a non-profit foundation is a must. The Coordinator will need to communicate effectively in words and action with teachers, administrators, volunteers, board members and donors to further GEF's mission. Our ideal candidate will be experienced in project management, office systems, and database maintenance; fluent in web-based communications and social media; able to manage multiple projects with energy and humor; enjoy working with community members; and demonstrate excellent attention to detail. We can shape the exact roles and responsibilities outlined below to the skills, experiences and availability of the ideal candidate.

## **ROLES & RESPONSIBILITIES**

### **Communications, Events, and Outreach (40%)**

- Work with E.D. to refine and implement a communications strategy to broaden GEF's audience and donor base
- Lead website, social media, and the production of print materials/publications
- Coordinate events such as fundraisers, donor celebrations, and the K-12 Arts Festival
- Design and implement campaign mailings
- Design and maintain GEF displays in school and community settings, including staffing GEF info tables at community events

### **Administrative (30%)**

- Oversee operations in our office, including maintaining our Operations Manual

- Manage donor database, prepare donor correspondence, and generate donor reports
- Support grant-writing efforts by researching and documenting grant opportunities
- Coordinate with accounting specialist for invoice payment and bank deposits
- Ensure that Board agendas, minutes, motions, and other key records are maintained
- Order supplies and perform other office duties as requested

### **Programs (30%)**

- Act as a liaison to Gloucester teachers for a portfolio of GEF-funded projects
- Support data collection and documentation to demonstrate program impact
- Design and coordinate volunteer opportunities, including GEF's Community Council
- Support the GEF Student Advisory Committee

### **QUALIFICATIONS**

At least 3 years of relevant professional experience, preferably in a non-profit setting. Belief in the mission and vision of the Gloucester Education Foundation and alignment with its values. A knowledge of the Gloucester community and schools is a significant asset in this role.

### **SKILLS, ABILITIES, COMPETENCIES**

- Exceptional written and oral communications skills
- Well-organized, with a strong attention to detail
- The ability to work both collaboratively and independently, seeking support when needed
- Proficiency in Google Workspace and Microsoft Office Suite
- Experience using cloud-based platforms (CRM/database, website, e-newsletter, design)
- A flexible mindset that can tolerate evolving priorities and timelines
- A can-do and will-do attitude: no task is too high level or too basic
- Availability to work occasional evening/weekend events and meetings (1-3/month)
- Ability to lift up to 30lb and stand for long periods of time (needed for occasional events)
- Commitment to justice, equity, diversity and inclusion and the role public schools play in promoting these ideals

### **LOCATION & SCHEDULE**

This position is based in Gloucester, MA with schedule flexibility and the opportunity for remote hours at the Executive Director's discretion. The GEF office is accessible by public transportation (Commuter Rail/CATA bus). NOTE: GEF staff are required to be fully vaccinated against Covid-19 in alignment with the policy of the Gloucester Public Schools, and adhere to Covid-related requirements of the City of Gloucester.

### **COMPENSATION**

This position will average 30 hours/week, with some fluctuation throughout the year. Pay range is \$25-30/hour. There is the possibility to take on more tasks and hours over time. Benefits include six paid holiday/personal days, accrued sick time, and a monthly parking permit.

### **APPLICATION PROCESS**

GEF is accepting applications until the position is filled, with an ideal start date by December 1, 2022. Please send your resume and cover letter via email to: [emailus@thinkthebest.org](mailto:emailus@thinkthebest.org). In the subject line, include your name and the position title. GEF is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position, including alumni of the Gloucester Public Schools.

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