Law and Civics Reading and Writing Institute

Senior Communications Specialist

Employment Category: Consultant

Institute Overview

Founded in 2010, Law and Civics Reading and Writing Institute (LCRWI) is a solution-based, independent education think tank that conducts multidisciplinary research, application, evaluation and advocacy on how children learn, birth through adolescence. Our non-partisan think tank is especially committed to exploring this issue from the real-life experiences of our most vulnerable children of color who have been placed at risk due to a host of circumstances. We use our own, and child and youth development research from other institutes, to support schools, teachers, administrators, mentors, community residents, and policymakers; providing best practices and common-sense solutions to educational challenges facing underserved children, their families, and communities.

Position Overview and Description

The Senior Communications Specialist will be a member of our Senior Management Team, reporting to the President/CEO, with matrix reporting to the Chief Program Officer, and Chief Operating Officer. The Senior Communications Specialist must have a passion for the unique mission and vision of LCRWI. The senior specialist must also be a visionary leader with the progressive leadership experiences and communication skills needed to successfully guide LCRWI through early stages of education research growth and change.

Responsibilities Include:

- Editing of scientific complex documents for both language and content issues in collaboration with LCRWI’s research team. This includes traditional copyediting and substantive editing to address the accuracy and completeness of complex information and to ensure that it is clear and concise for various audiences.

- Research, design, and edit content for print and online publications. This includes articles on educational theory research and researchers, coverage of events, seminars, and symposia, interviews with townhall participants, teachers, community stakeholders, and policymakers, proofing of grant proposals, creating press releases on awards, grants, and developments.

- Support internal communications efforts such as employee announcements, website management and other communication initiatives.

- Brainstorm creative ideas for event themes, such as workshops and conferences. Formulate key messages and a strategy for marketing those messages.

- Produce and edit picture and video material on research.
• Effectively lead social media efforts, such as Facebook and Twitter, to reach current and potential audiences.

• Provide comprehensive event support for workshops, and annual conference--including, creating invitations, presentation templates, and arranging other event logistics as needed.

• Performs other related duties as assigned.

Resource Development:

• Identify potential funding sources

• Work closely with staff to organize fundraising activities

• Work closely with staff who are implementing grants and/or contracts

Networking:

• Create and develop strategic partnerships with organizations, companies, and individuals with the objective of building the Law and Civics Reading and Writing Institute’s visibility.

• Represent LCRWI to a variety of audiences, including school district leaders, teacher groups, grassroots and community-based organizations, foundations, businesses, for-profit and non-profit entities and other organizations in a professional manner.

• Use technology and innovative systems to expand LCRWI’s brand and promote development opportunities.

Requirements:

• Education: Minimum bachelor's degree in Communications/Public Relations, Journalism, English, or another communication related field.

• Experience: Minimum of three (3) years of experience in a similar position. Experience in translating science to non-scientific audiences. Prior experience working with an education think tank or research institute.

• Knowledge Requirements: Must be dependable and responsible, and have the ability to work, research, and brainstorm ideas independently. Thorough knowledge of Adobe Creative Suite, video production and MS Office program. Must have the ability to handle multiple assignments – to meet deadlines and prioritize tasks. Must work well with a wide variety of constituencies and collaborate in a team environment.

• Superb writing skills are a must.

• Excellent communications skills to develop and nurture relationships across a broad spectrum of education groups, policymakers, grassroots organizations, teacher unions, researchers, businesses, and government agencies.

• Experience in working with underserved and under-represented children, families, and communities of color.

• Successful experience in developing and managing budgets and analyzing financial documents.

• Ability to work independently as well as be a team player in a multi-task work environment while producing the highest caliber work product in a timely manner.
LCRWI is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

For more information, visit www.lcrwi.org. To apply for this position, please send all resumes to jobs@lcrwi.org.