



Events & Communications Manager

Position: Events & Communications Manager

Schedule: Full-time, 40 hr/week position. This position offers a hybrid weekly schedule of in-person (Shoreline) and remote work.

Salary: \$70,000-\$82,000

Benefits: Excellent health and retirement benefits are provided by [School Employee Benefits Board](#), with school employee benefits. This position offers paid vacation, paid sick days, and your birthday and 13 paid holidays. We offer a flexible work environment.

Reports to: Vice President of Development & Impact

Position Close Date: Apply by December 4, 2023

To Apply: Please apply at this link, <https://wkf.ms/49xNCiQ>

Organization: [Washington Alliance for Better Schools](#) leads a partnership of school districts, industry, and community dedicated to ensuring students furthest from opportunity can pursue a future that embraces their strengths, passions, and dreams.

Equity, Diversity, and Inclusion Statement: WABS is committed to addressing the systemic racism that creates disparities in education. We are committed to equity, diversity, and inclusion, which requires that we use our collective voice to identify and eliminate institutional barriers that deny equitable access and impact the success of Black, Indigenous, and people of color (BIPOC), and other underserved students.

Job Summary

WABS seeks a passionate and experienced Events & Communications Manager with a demonstrated commitment to equity and racial justice to join our dynamic and collaborative team. The Events & Communications Manager will oversee the planning of events, as well as implementing the organization's communications and social media strategy. Strong project management skills, outstanding written and verbal communication skills, an ability to take initiative, maintain flexibility, and work independently and as a team are required for success in this position.

Responsibilities

- Leads the planning and implementation of events, including an annual fundraising event, student outreach event, and executive events.
- Event planning includes end-to-end management, collecting event data & metrics, and preparing and delivering presentations regarding data and outcomes.
- Prepares event marketing materials, manages guest lists and event logistics, and prepares written and verbal communications.
- Creates or assists in creating external communications such as newsletters, social media campaigns, event invitations, and annual reports.
- Oversee the management of the organization's websites, including content updates.

- Supports implementation of best practices for equitable, inclusive, and accessible communications (ex. translation, alt-text descriptions)
- Prepares relevant presentations for stakeholder updates and marketing materials for the organization and programs.
- Supports scheduling, special events, projects, and other duties as assigned.
- Coordinate internal and external teams to manage project plans, timelines, deliverables, and success criteria.
- Monitor planning and implementation progress, identify potential risks and challenges, and develop mitigation strategies.
- Other duties as assigned.

Desired Qualifications

- 3+ years of experience and/or education in event planning, communications, or a related field
- Bachelor's degree or equivalent relevant experience.
- Experience using email marketing software
- Experience with website management
- Experience using Canva or similar software for graphic design
- Excellent written and verbal communication for a variety of audiences
- Experience leading social media strategies and content management across multiple platforms (Facebook, Instagram, LinkedIn, etc.)
- Understanding of and commitment to equity, diversity, and inclusion
- Experience with nonprofit organizations preferred
- Excellent meeting facilitation skills and planning, both online and in-person
- Excellent project-management skills with a strong understanding of workflow and impeccable follow-through
- Excellent written and verbal communication skills
- Ability to network, build relationships, foster trust, and collaborate across diverse audiences
- Experience developing successful partnerships between businesses, education, and community-based organizations
- Reliable transportation and WA State Driver's License is required
- Ability to lift up to 30 lbs
- People who can speak to their lived experience around racial inequity, oppression, and institutional and/or systemic racism are strongly encouraged to apply

Hiring Requirements

As part of our standard hiring process for new employees, employment will be contingent upon the successful completion of a background check.

Depending upon your work location, we may require proof of full vaccination against COVID-19 and any recommended booster doses. All employees in the United States are to provide proof of full vaccination upon hire and any recommended boosters, subject to applicable laws.

Inclusion Statement

We are dedicated to the belief that all lives have equal value. We believe that to be inclusive, we must go beyond this statement to operationalize anti-racism as a part of our practice and are committed to creating a workplace where employees thrive both personally and professionally. We also believe our

employees should reflect the rich diversity of the global populations we aim to serve—in race, gender, age, cultures and beliefs—and we support this diversity through all of our employment practices.

All applicants and employees who are drawn to serve our mission will enjoy equality of opportunity and fair treatment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, and prior protected activity.