POSITION DESCRIPTION

JOB TITLE: Associate, Programs  STATUS: Exempt
REPORTS TO: Deputy Director, Programs  HOURS: Full Time
DATE: November 2019  DEPT: Educate Texas

Educate Texas Vision
A leading catalyst for progress, Educate Texas, a public-private initiative of Communities Foundation of Texas, is an innovative alliance of public and private groups that share a common goal: Strengthen the public and higher education system so that every Texas student is prepared for educational and workforce success.

Educate Texas Mission
Increase postsecondary readiness, access and success for all students by building partnerships, leading innovation and scaling practices and policies.

Summary
The associate will be primarily responsible for supporting projects within the College and Career Readiness School Models (CCRSM) portfolio but will also contribute to other organizational priorities as needed. The associate will work collaboratively with the program, insights and analytics teams, and internal and external marketing resources to develop, design and revise external communications, professional development and implementation content. The person who succeeds in this role will have a keen understanding for words, design, and strategic storytelling, and will use them in concert to communicate the CCRSM brand and its attributes. This position is based in Dallas and the successful candidate must reside locally or be willing to relocate. Candidates must be willing to travel overnight (both in/out of state) up to 25% of the time.

Key Responsibilities
Programmatic Support
• Participate in the design, planning, and implementation of key activities to achieve programmatic goals and outcomes.
• Engage with other parts of the organization (communications, development, policy, insights, finance) to ensure coordination of support functions.
• Support collection, synthesis, and presentation/dissemination of data related to programmatic activities, progress, milestones and outcomes.

Content Creation and Brand Awareness
• Revise existing implementation content to be engaging, energetic and on-brand that demonstrates the value of CCRSM models and approaches.
• Create thoughtful, strategic content that is the best fit for multiple outlets, including email, presentations, trainings, and website.
• Organize and manage the CCRSM design materials and assets, including graphics, resources, video and photo libraries.
• Maintain standardized CCRSM collateral materials to present a cohesive brand image.
• Design visual assets, web graphics, invitations and marketing materials using the Adobe Creative Cloud suite or other in-house tools and applications.

**Website and Online Community**
• Manage program website, including creating, formatting, uploading, and posting content and materials to the CCRSM website and community.
• Troubleshoot any website issues and manage Google analytics and serve as the main point of contact for website maintenance.
• Execute strategies to improve online traffic to program website that could include blog development, e-news, events, etc.

**Events**
• Support CCRSM event needs such as the development of event communications, collateral, signage, and materials.
• Provide on-site support including being the main point of contact for banquet and A/V orders, coordinating video and photographer needs as needed, and/or other duties as assigned.

**Organizational Responsibilities**
• Provide analysis and support for day-to-day operations.
• Support implementation of long-term strategy.
• Assist in budget management and analysis.
• Support preparation of project proposals reporting.

**Qualifications**
• Bachelor’s degree in education, public policy, marketing, communications, psychology, or related field
• 3+ years of education-related experience or 5+ years of experience in a related but non-education focused field
• Strong writing and proofing skills
• Ability to create and meet deadlines and keep project managers apprised of work in progress
• Graphic design experience; both in execution using Adobe suite and in providing art direction

**Skills & Requirements**
• Detail-oriented, self-starter with strong organizational skills and the ability to manage multiple projects at the same time
• Ability to communicate program findings
• Strong interpersonal skills and ability to work collaboratively in a team
• Strong written, presentation and verbal skills, including experience with executive level audiences
• Work effectively with staff in a team-oriented environment with a positive, can-do attitude
• Exhibit a high degree of professionalism, business judgment, tact and diplomacy
• Excellent problem-solving skills
• Knowledge of Texas’ public education environment preferred

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.
Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

If interested, please send your cover letter, resume and salary expectations to: careers@cftexas.org