



Outreach and Engagement Manager

Location: Austin preferred; Texas statewide considered

Preferred application deadline: June 17, 2022

About Us

The Texas Partnership for Out of School Time (TXPOST) is a statewide intermediary whose mission is to convene, educate, and advocate to improve the quality and increase the availability of out of school time (OST) opportunities for Texas youth. We are committed to fostering and facilitating strategic collaboration and public investment to grow our network to better support OST programs; drive continuous quality improvement in OST programs; and promote sustainable access to high-quality OST programs for all Texas children.

TXPOST seeks a motivated and diligent individual to join our team as our Outreach and Engagement Manager. In collaboration with our leadership team, the Manager will manage strategic communications across a diverse set of partners and stakeholders including OST networks and programs, state and local education agencies, funders, advocates, advisors, and elected officials. The Manager will act as a point of contact for new and current partners and will oversee content strategy, development, and distribution for multiple communications channels. Successful candidates will possess superb written and verbal communications skills and demonstrate the ability for building and maintaining strong relationships.

Key Duties and Responsibilities

Content Management

- Develop and implement a cohesive communications strategy to support programmatic areas of work (convenings, education, and advocacy), OST program initiatives, and organizational goals in partnership with the leadership team
- Create and adapt content—both written copy and graphic design—for all TXPOST communications channels including our website, email newsletter, social media, myTXPOST virtual community, toolkits, videos, webinars, meetings, and other digital and print materials
- Evaluate, report on, and continuously improve communications strategies and tactics



Partnership Management

- Nurture current and establish new relationships with partners and other stakeholders, including media relations
- Manage organizational Salesforce CRM, including updating and managing myTXPOST virtual community, maintaining and updating partner records, collecting and importing data, and supporting the development of new systems and reports
- Curate events, trainings, and resources for OST program partners in myTXPOST virtual community and across communications channels

Organizational and Administrative Support

- Organize and coordinate all speakers, content, and logistics for virtual and in-person partnership convenings
- Participate in annual budgeting process and ongoing fund development work, as needed
- Assist with administrative responsibilities of the organization

Desired Skills and Experience

Communications and Project Management

- Excellent writing and editing skills (AP Stylebook); demonstrated ability to communicate clearly and effectively, including in settings requiring facilitation of larger virtual and in-person conversations and meetings
- Strong project management skills, including the ability to prioritize, coupled with a solutions mindset and a positive attitude
- Knowledge of or willingness to learn communications and technology applications such as Google Suite, Asana, Salesforce, Mailchimp, WordPress (Avada), Canva, and social media platforms

Partnerships and OST

- Enthusiasm for becoming an issue expert, especially within areas of interest and impact for OST
- Experience establishing and maintaining positive interpersonal relations with diverse partners and stakeholders, preferably with OST networks and programs
- Experience working in a nonprofit, communications, community outreach, and/ or member management position



Compensation

This is a full-time position. The salary range is \$50,000–60,000 per year based on qualifications and experience. This position is eligible for TXPOST's 403(b) retirement plan, Health Reimbursement Arrangement of up to \$250/ month, and paid time off benefits.

How to Apply

Please [submit your application here](#). Note: the priority application deadline is June 17, 2022. After this date we do not guarantee review of submissions.

TXPOST is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. We value diversity and encourage candidates from historically underrepresented backgrounds to apply.