



Now Hiring: Marketing & Communications Manager

Are you an enthusiastic marketing/communications professional with a passion for education and looking for a dynamic part-time position? The [Oak Park Education Foundation \(OPEF\)](#), a privately funded non-profit focused on STEAM enrichment, is seeking a **new Marketing and Communications Manager**.

This is an exciting opportunity for an energetic, creative, personable and organized individual to join our small, committed team. Our ideal candidate is a strong writer with a designer's eye, savvy about social media, agile with web posting, and able to juggle multiple short- and long-term projects on deadline with great attention to detail. We are looking for someone passionate about our mission of bringing hands-on enrichment opportunities to children to help them build a life-long love of learning.

This is an hourly staff position averaging 25 hours/week, 44 weeks/year. We offer a flexible schedule and the ability to work from home on some days. The Marketing and Communications Manager reports to the OPEF Executive Director and works closely with the entire OPEF team to develop and execute our social media presence, create marketing materials, update our website with photos and program news, promote various community events, and track our success. Our organization—and the community and schools we serve—are committed to diversity at all levels; we strongly encourage candidates of color to apply.

Responsibilities:

- Strategically grow, manage, and measure OPEF's web and social media presence
- Manage and update website
- Plan, develop and write marketing materials including annual report, presentations, event collateral, BASE Camp promotions, e-newsletter and donor solicitations (in partnership with Director of Development)
- Partner with graphic designer to create and distribute marketing materials (poster, pamphlets, flyers)
- Coordinate with schools, PTOs and program coordinators to promote our programs and enhance our brand awareness in the community.
- Work with local media to expand OPEF's visibility in the community
- Represent OPEF at some school and public functions
- Track and analyze performance of OPEF communications

- Manage/update mailing lists and assist with other duties as needed

Skills, Qualifications and Attributes

- Bachelor's degree (required)
- Minimum of one year of relevant communications experience, ideally in non-profit marketing
- Excellent interpersonal and communication skills, both written and oral
- Enthusiasm for developing relationships with all of OPEF's constituents
- Excellent organizational skills and attention to detail
- Proficient in social media content, advertising and analysis
- Ability to track results and work within a budget
- Ability to manage multiple projects with tight deadlines
- A critical eye for materials design
- Experience in Wordpress or other content management software (desired)
- Experience in Mailchimp or other email marketing software (desired)
- Proficient in Adobe Creative Suite (desired)

The Oak Park Education Foundation is a privately funded nonprofit organization that brings artists, architects, scientists, and technology experts into K-8th grade classrooms at every District 97 school. Our professional partners share their passion for learning while conducting hands-on projects with more than 4,000 students each year. OPEF also runs BASE Camp, exceptional STEAM-focused summer enrichment delivered in a fun, collaborative environment; BASE Camp helps to fund OPEF's free in-school programming.

Interested candidates should familiarize themselves with OPEF and send a cover letter, writing sample and resume to Tracy Dell'Angela Barber, OPEF Executive Director, at employment@opef.org. Please write "Marketing & Communications Applicant" in your subject line. Applications will be reviewed on a rolling basis and accepted until the position is filled.