

Job Title: Communications and Community Engagement Coordinator

Organization: S.E.E.K Foundation, Inc.

Location: 990 Biscayne Blvd. #503, Miami, FL 33132

Position Type: Full-Time

Salary Range: \$39,000 - \$59,000

About Us: S.E.E.K Foundation is dedicated to making STEM and STEAM education accessible for children across communities in the United States, especially minorities living in under resourced and marginalized neighborhoods. We strive to provide workshops and after-school programs to equip children from elementary to high school with critical skills to facilitate economic opportunities with the expectation that they will become lifelong problems solvers and drivers of innovation in their communities. Our team is committed to making a positive impact in the community, and we are looking for a dynamic and creative Communications and Community Engagement Coordinator to enhance our outreach efforts and strengthen our relationships with the community.

Job Summary: The Communications and Community Engagement Coordinator will be responsible for developing and executing communication strategies that promote the organization's mission, programs, and events. This role involves managing the organization's public image, engaging with community members, and building strong relationships with stakeholders. The coordinator will work closely with internal teams to ensure consistent messaging and effective community outreach.

Key Responsibilities:

- Develop and implement communication and community engagement strategies.
- Create and manage content for the organization's website, social media channels, newsletters, and other communication platforms.
- Coordinate and organize community outreach events, workshops, and meetings.
- Build and maintain relationships with community members, local organizations, and stakeholders.
- Manage volunteer recruitment, training, and retention programs.
- Promote the organization's programs and services through various channels.
- Gather feedback from the community to inform program development and improvement.
- Collaborate with internal teams to ensure alignment and support for communication and engagement activities.
- Represent the organization at community events and meetings.
- Prepare and maintain records and reports on communication and engagement activities.
- Identify and pursue opportunities for partnerships and collaborations with other organizations.
- Monitor and evaluate the effectiveness of communication and engagement efforts.

Qualifications:

- Bachelor's degree in Communications, Public Relations, Community Development, or a related field.
- Proven experience in communications, community engagement, or a similar role.
- Strong writing, editing, and storytelling skills.
- Proficiency in social media management and digital marketing.
- Excellent interpersonal and communication skills.
- Ability to build and maintain relationships with diverse community members and organizations.
- Strong organizational and project management skills.
- Proficiency in Microsoft Office Suite and design software (e.g., Adobe Creative Suite) is a plus.
- Ability to work flexible hours, including evenings and weekends as needed.
- Knowledge of the local community and its resources is a plus.
- 5 + years of experience.

Key Competencies:

- Communication: Effective verbal and written communication skills for diverse audiences.
- Creativity: Ability to develop engaging content and innovative communication strategies.
- Relationship Building: Strong ability to establish and nurture relationships with community members and stakeholders.
- Organizational Skills: Ability to manage multiple tasks and projects efficiently.
- Initiative: Proactive in identifying opportunities and solving problems.
- Collaboration: Works well with a team and fosters a cooperative and inclusive work environment.

Benefits:

- Competitive salary (1099) and or W2
- Health insurance package for full time staff (eligible after 90-day probation)
- Opportunities for professional development and growth
- Supportive and collaborative work environment

Contact us: www.seekedu.org | info@seekedu.org | 1-888-346-5552

Application Deadline: Until position is filled

S.E.E.K Foundation, Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.