



## Innovative Learning Communication Coordinator

### Description

At the Public Education Foundation (PEF) Innovation Hub, our goal is to transform public education by preparing great teachers and leaders to blend research-based practices with an innovative and inclusive mindset so that *all* students discover their strengths and achieve their full potential. We are innovators, working with a wide range of partners to cultivate teacher leaders with the capacity to deliver extraordinary learning opportunities so that every student succeeds in learning and life. The PEF Innovation Hub provides transformative professional development, support, thought leadership, and a thriving network for thousands of teachers and school leaders. If you are passionate about this inspiring opportunity to change people's lives, apply today!

The PEF Innovation Hub is seeking a Communication Coordinator to discover, craft, and share impact stories as teachers engage students in innovative learning experiences. Our vibrant culture is rooted in optimism, possibility thinking, and an uncommon willingness to embrace risk with the intention to push the outer bounds of learning experiences for students. The position provides the opportunity to coordinate all hub-related internal and external communications while supporting and contributing to organization-wide communication strategies. You'll be part of a dynamic team with lofty goals for transforming public education for *all* students, and your ability to capture and communicate the great work will help us share the positive impact. Your stories will reach thousands of educators and community members and will have the potential to truly change lives!

### What Success Looks Like

- Creating engaging impact stories that speak directly to our diverse stakeholders
- Embracing an iterative design mentality to constantly assess and improve communications strategies to ensure our content is reaching the right audience at the right time
- Staying up to date with fresh, relevant approaches to engage targeted personas
- Supporting logistics and communications of programmatic events

### Skills Needed to Succeed

- Passion for public education and providing equitable opportunities for all students
- Strong skills in storytelling through narrative writing, social media, and other relevant formats
- Demonstrated ability to operate across multiple communications platforms, including social media, web-based content management, and print media
- Experience with Adobe InDesign and Adobe Photoshop or Canva preferred, but not required
- Flexible and detail-oriented, with strong project management and organization skills
- Willingness to work a flexible schedule including nights and weekends as needed
- Excitement about working as a collaborative member of a small, but mighty team

### Key Responsibilities

- Capture and tell impact stories of our work across multiple platforms including social media, traditional media, monthly newsletters, and quarterly board reports
- Support the further development of departmental and organization-wide communication strategies, and assist with coordinating press releases and press events
- Provide content management and copywriting for department website(s)
- Coordinate team calendars and assist with event planning and execution as needed
- Assist with management of the online technology lending library as needed

### Perks and Benefits of Joining our Team

- Familial atmosphere where equity and inclusion frame everything we do
- Competitive salary, health insurance options, and benefit plan with employer contribution
- Generous PTO and paid sick time off
- We prioritize work-life balance and rarely exceed a 40-hour work week
- Prime office space in the heart of Downtown Chattanooga's Innovation District with gated employee parking and access to on-site workout facility and rooftop lounge
- Casual and flexible work environment

It's a calling, and we're on a mission to change lives. Join the movement! Apply now.

*This position is full-time, onsite in Chattanooga, TN  
Review of applications will begin April 26<sup>th</sup> and continue until the position is filled.*

---

Interested candidates should **submit a résumé, cover letter, and two brief writing samples** (no more than two pages each) that demonstrate your ability to convey a compelling story.

Please send all materials to Joni Martin at [jmartin@pefchattanooga.org](mailto:jmartin@pefchattanooga.org).