



## Associate Director of Community Engagement

February 2021

Are you passionate about advancing social justice through literacy and the power of community collaboration? **The Oakland Literacy Coalition (OLC) is searching for an Associate Director of Community Engagement who will research, analyze, and communicate key practices, data, policy, and trends impacting literacy achievement and student outcomes in order to mobilize informed community action and effect change.**

For over a decade the OLC has convened practitioners and providers from across the literacy and education field in Oakland. We continue to build our network as trusted partners, forging collaboration and pushing for educational excellence and equity.

### THE ROLE

The Associate Director of Community Engagement is a brand new position on our team. You will build public awareness and engagement in current issues related to literacy and learning through highly effective written communications, developing resources and toolkits, and fostering community partnerships. Your work will elevate community solutions and opportunities to take action, center parent voice, and build the OLC's reach and reputation as a leader in the Oakland literacy space.

This is a full-time, exempt position (40 hours per week) based in Oakland, CA. Our team is working remotely due to COVID and there will be flexibility for the role to continue to be partially remote into the future. Occasional evening and weekend hours will be required.

This is a salaried position with an annual compensation ranging from \$75,000 to \$80,000, depending on experience. The position includes competitive benefits.

#### In this role you will:

- Build Field Leadership and Learning: develop evidence-based recommendations on best practices and policy for community stakeholders including educators, leaders, and families.
- Craft key messages to raise awareness of issues and organization recommendations and build the OLC's reach, voice, and impact.
- Develop campaigns (advocacy, awareness building, communications) and organize clear calls to action that create opportunities for broad community engagement.
- Produce clear and timely information in the form of summaries, fact sheets, infographics, videos, and electronic communications. Graphic design experience is preferred but not required.
- Create and implement in-person and virtual info-sessions and represent the OLC as a spokesperson to external audiences in a variety of settings.

- Keep your pulse on what's happening in the field and foster productive relationships with diverse stakeholders across the community.

#### Knowledge and skills you'll bring to the OLC:

- At least 8 years of relevant work experience.
- Background in research or policy analysis, preferably in the education field.
- Proven experience synthesizing large amounts of information and community opinions with multiple perspectives and creating written analysis, such as white papers or policy briefs.
- Ability to contextualize and humanize data and connect issues to real people and stories.
- Exceptional and authentic interpersonal, public speaking, and written communication skills.
- You are a careful and perceptive listener who enjoys building relationships with people from all walks of life and understands how to inspire and motivate others.
- You are an optimistic self-starter with the drive and enthusiasm to navigate through ambiguity to produce high-quality results.
- You think of new ways to achieve our goals, you are bold and confident with your ideas, and are willing to shake things up in service of what's needed.
- You are a strong multi-tasker who can lead and manage multiple projects on tight deadlines.
- You are active within and knowledgeable about the Oakland community. *Oakland parents and community members are especially encouraged to apply.*
- You are passionate about the OLC's mission and committed to educational equity and justice.

## ABOUT US

Building a future where all Oakland students are afforded their civil right to literacy will take all of us. That's why the OLC fosters a diverse coalition of community organizations and agencies with the mission of working together to ensure that every Oakland child learns and loves to read.

We are in an exciting phase of strategic growth and organizational development to deepen our impact as an innovative, effective, and sustainable literacy hub for Oakland. Our passionate and entrepreneurial team, led by two women Co-Directors, is committed to fostering collaboration and continuous learning internally and across our network to advance our mission.

## TO APPLY

Please send a resume and cover letter to Cassie Perham at [jobs@oaklandliteracycoalition.org](mailto:jobs@oaklandliteracycoalition.org). Please put "Associate Director of Community Engagement" in the subject line. No phone calls, please.

## ANTI-DISCRIMINATION POLICY + COMMITMENT TO DIVERSITY

The Oakland Literacy Coalition is an equal opportunity and affirmative action employer committed to creating a diverse staff and inclusive environment. *We especially encourage members of underrepresented communities to apply for this role.*

In compliance with applicable laws, the Oakland Literacy Coalition does not discriminate on the basis of age, race, ethnicity, color, national origin or ancestry, cultural background, religion, sex, gender identity or expression, sexual orientation, marital status, physical or mental disability, medical condition, veteran status, primary language, citizenship, or immigration status.