



BIRMINGHAM EDUCATION FOUNDATION COMMUNICATIONS FELLOWSHIP

CONTACT INFORMATION

Whitney Williams

Development and Communications Director

Please submit current resume, cover letter, and writing sample to wwilliams@edbirmingham.org.

TIMELINE

September 2018-June 2019

ORGANIZATION DESCRIPTION

The Birmingham Education Foundation (Ed) is a non-profit 501(c)3 dedicating to increasing the number of students in Birmingham City Schools that are on the path to college, career, and life readiness – and we believe this is only possible through cultivating and connecting a diverse network of people who demand excellence for students and encourage others to do the same. This is what we call the Ed Network, a collective of people who come together with the shared-purpose of supporting students in Birmingham City Schools. As part of the Network, Ed facilitates direct college- and career-readiness programming for BCS students – including college tours, visits to local businesses, internships, mock-interviews, and shark-tank-style pitch competitions – for over 6,000 students every year.

JOB DESCRIPTION

Communications Fellow will work with the Development and Communications team to produce excellent content that highlights the students, alumni, partners, families, and educators who make Ed's programs run. The Communications Fellow will report directly to the Development and Communications Director with weekly or bi-weekly features highlighted on the blog, with additional opportunities to be involved in communications work for Ed.

KEY CHARACTERISTICS

Being a part of the Ed team means being a good listener and collaborator, one who can work in diverse settings and with diverse populations. A successful team member:

- Has the ability to adapt to changing circumstances and goals
- Is a self-starter, is organized in his/her work, and produces a high quality product
- Has the ability to effectively manage several competing obligations and deadlines
- Can work well in teams and with diverse populations
- Has a strong orientation toward listening to and working with the community
- Can take and deliver constructive criticism in pursuit of improved performance
- Is a critical thinker, takes calculated risks, and asks good questions
- Has a positive outlook on the changing landscape of urban education
- Assumes the best in people
- Shares our sense of urgency in improving education for underserved populations
- Believes in the equality of education for all students

Q U A L I F I C A T I O N S

At minimum, candidates should demonstrate/possess:

- Sophisticated written and oral communication skills.
- Ability to respond to constructive feedback and willingness to revise work.
- Ability to positively interact with partners and constituents.
- Basic research skills.
- Proficiency in Microsoft Office (esp. MS Word, Powerpoint, and Excel), WordPress.

Q U A L I F I C A T I O N S

This is a paid, part-time fellowship position, and does not constitute full-time employment. Flexibility and great writing skills are required; a college degree is not.