



Job Announcement: Communications & Grant Coordinator

Applicants should be passionate about transforming lives, building relationships with youth and parents and supporting family led campaigns focused on improving schools.

Coleman Advocates for Children and Youth is a member-led, multi-racial, intergenerational community organization working to create a city of hope, justice, and opportunity for children and families in San Francisco. We organize poor and working class BIPOC (Black, Indigenous and people of color) youth and families – primarily Black, Latinx, and Pacific Islander – to build power in their schools, communities, and in their own lives.

We are seeking a Communications & Grant Coordinator who will lead the production and dissemination of high-quality communications content that documents our work and builds our reputation as experts in decriminalization and education equity. This person is an experienced and talented writer, capable of emulating style, and doing audience-based revisions.

People (and/or people who have family members) with lived experience surviving the school to prison pipeline are strongly encouraged to apply.

Job Summary:

The Communications & Grants Coordinator will lead strategic communications campaigns that do narrative shift work and/or directly advance our organization's organizing campaigns. We are seeking someone who can work with the staff and members to create compelling proposal narratives capable of sustaining our financial goals.

Start Dates: ASAP

Salary Range: \$60,000 to \$65,000

Reports to: Communications & Development Manager

Benefits: Medical, dental, vision, 401k and other benefits

Location: 459 Vienna Street, San Francisco, CA 94112

Application procedure: Email cover letter, resume, and 3 references, and a writing sample to our hiring committee at hire@colemanadvocates.org. Resumes submitted without a cover letter will not be considered.

Primary Responsibilities:

Communications

- Content production and support of implementation
 - Collaborate with communications team and broader staff on communications initiatives
 - Execute effective messaging and framing strategies
 - Develop and manage content on our website and in our e-newsletter
 - Implement counter-narrative communications campaigns
 - Build the capacity of staff and members to serve as spokespeople and leaders in media
 - Monitor media coverage and analyze media trends
 - Support external strategic communications efforts

Development

- Research and write grant proposals, letters of interest, and reports to funders including new funder prospects
- Gather information from staff on program goals, objectives, activities, and descriptions
- Develop and maintain systems of tracking grant deliverables to ensure that Coleman is meeting funding partner commitments
- Assist in creating and be accountable to an annual fundraising plan, including measurable objectives and strategies to accomplish the revenue goals

Misc.

- Assist with events
- Participate in civic engagement activities
- Other duties as assigned

Primary Qualifications:

- Strong writing and editing skills
- Passion for storytelling
- Knowledge of narrative shift strategies
- Willingness to balance own leadership with supporting the leadership of organization members
- Experience and ease working with people of different class, race, and ethnic backgrounds
- Demonstrated respect for the culture and leadership of young people and parents
- Highly organized; able to achieve goals in multiple work areas within established timelines
- Strong computer skills in Microsoft Office and Google Suite
- Ability to problem solve and initiate solutions

Desired Qualifications:

- 2+ years doing communications work for a non-profit
- 2+ years of relevant fundraising and/or events management experience
- Database management experience
- Familiarity with San Francisco Bay Area communities, public school community organizing and political landscapes
- Knowledge of education justice and school to prison pipeline issues
- Owns/has access to a car and has a valid driver's license
- College degree
- A sense of humor