



Job Posting | *Outreach + Communications Coordinator*

Break Away is a national nonprofit that supports thoughtful and ethical community-based learning through training, assisting, and connecting campuses and communities. We're working to create a society of active citizens - people who make community a priority in their values and life choices.

we are small but mighty. we're looking for colleagues who:

innovate
overdeliver
adapt quickly
feel and practice ownership
invest time, energy, and resources well
believe what they do matters

THE POSITION:

The Outreach + Communications Coordinator has a key role in building strong relationships between Break Away and its various members - from community organizations to college partners to alumni; managing the communication and branding of the organization; and supporting each of our three internal divisions - Membership, Programs, and Community.

The work of the Outreach + Communications Coordinator is critical to every aspect of the organization; the Coordinator will work in partnership with the Executive Director and our three division directors as we build capacity in communities through education, resource sharing, and intentional citizen-engagement.

YOU'D LOVE WORKING HERE IF:

- A fast-paced workplace where no day feels the same is what you're looking for: tasks range on the broad spectrum of uneventful to thrilling, but you know every bit of work contributes to the well-being of the organization.
- A busy inbox and an active to-do list doesn't stress you out, it's enlivening. The nonprofit motto of "doing a lot with a little" is one you respect and are ready to jump into.
- You're detail-oriented: you love a clean spreadsheet and a well-edited outreach message. Updating a contact record or correcting a mis-typed phone number feels like a worthy victory because you know it matters.
- You are willing to sit inches away from your computer screen, perfectly aligning text and matching fonts until you create a visually stimulating image.
- You love to write and when you read a well-written sentence, all seems right in the world.
- You're creative and think on your feet. A question you can't answer is an exciting opportunity for learning. You'll dig until you find an answer.
- You appreciate being part of a small, close-knit team: engaging in dialogue to find creative solutions to organization-wide problems, eating homemade snacks during staff meeting, and sharing the joys and hardships of your work.

A WEEK MIGHT INCLUDE:

- Collaborating with the Community Director to develop call messaging for new potential organizations interested in attending an in-person gathering
- Writing and sending an outreach email about an upcoming training opportunity to our 200+ college/university members
- Sorting out a billing issue and resetting a few member account passwords
- Supporting the Membership Director in creating new templates and tool-kits for member institutions
- Reaching out to organizations about in-kind sponsorship opportunities for an upcoming conference
- Completing a landscape review of all non-member institutions in the West to support the Programs Director's upcoming outreach campaign
- Developing a monthly social media editorial calendar: including graphics, photos, shares, and announcements

YOU'LL BE RESPONSIBLE FOR:

outreach + communication

- Create and execute effective outreach strategies across divisions
- Provide timely and engaging communication to all member institutions
- Manage National Awards process - conducting outreach; recruiting review committees; managing selections; and announcing winners
- Expand Break Away's reach as a thought-leader through written and visual contributions to our blog

accounts + data management

- Update web pages and databases
- Maintain detailed internal records
- Use data and technology to sharpen strategy and improve workflow efficiency

member support + connection

- Refine existing member resources, design and develop new handouts and toolkits
- Proactively engage member organizations - though small and large-scale outreach campaigns
- Assist member organizations in navigating online tools, provide technical support
- Create evaluation and assessment tools to drive strategy

brand + marketing

- Manage Break Away's social media presence to engage, support, and network constituents
- Create and update complementary handouts and toolkits used for external promotion
- Develop written and visual materials that reflect and promote Break Away's brand

event planning + management

- Support relationship-building, curriculum content development, and event management at Break Away events

YOU HAVE:

- Bachelor's degree (or commensurate experience) + professional experience in higher ed or nonprofit environments
- Proven understanding of project management
- Familiarity with tech used to support workflow efficiency and data management: Salesforce + Wordpress
- Design + marketing experience with Canva; Adobe Suite; Mailchimp or something we don't even know about yet
- Exceptional creative writing and editing skills
- Commitment to social justice work

IT'S HELPFUL IF:

- You have knowledge and experience with community-engaged learning, alternative break programs, nonprofit and university environments, and the broader volunteer sector
- You bring a sense of humor that is both empowering and kind
- You have experience with brand management - website and social media, both visual and written
- You've worked in conference planning and event management
- You can bring an artistic flare to posters, flip charts, or the occasional powerpoint

HOURS: 40 hours/week, Mon-Fri plus evenings and weekends as needed. Expanded hours during the summer to support our summer conferences. Relief time available.

LOCATION: Atlanta, GA. Occasional travel required.

BENEFITS: \$29,000 - \$31,000 - also includes health-care benefits, generous time off, and a flexible work environment

TO APPLY:

Please submit a resume and cover letter to Executive Director, Sam Giacobozzi - sg@alternativebreaks.org. Submissions received before June 13th will receive priority attention. Any questions about the position may also be directed to sg@alternativebreaks.org - no calls please. Anticipated start is August - September.

Break Away is committed to building a diverse organization dedicated to our core values of inclusion and justice.