

## Position: Communications and Strategy Intern

Location: Remote, TX Preferred

### Position Summary

Reporting directly to an Empower Schools Texas Manager and working closely with other members of the Empower team, you will play a key role in capturing and disseminating our work through various channels. You will draft communications for a broad audience of stakeholders to facilitate the spread of Empowerment Zone practices and Texas Partnerships, rural collaboratives, and early college and career pathways; and help refine our new communications strategy. In this role, you will have opportunities to broaden and enhance your skills, lead in the design and strategic messaging of key internal and external communications from Empower, and receive coaching and mentorship from experienced leaders.

### Who We Are

Empower Schools works with local communities across the country to help design, launch, and support empowered district school partnerships and Zones. We believe that schools and communities thrive when educators are empowered and held accountable for making key decisions that are best for students. Our approach centers around the following focus areas:

- **Establishing Partnerships:** We execute foundational and operational necessities for the launch of new networks—from complex, multi-stream project management to crafting governance agreements/contracts, to navigating state and local policy pathways.
- **Supporting Leaders:** We bring deep expertise and strong support skills to help school, system, and community leaders design and launch networks of empowered district schools. We help build capacity in network and district leaders to implement and sustain the work.
- **Convening Practitioners:** We host convenings and organize learning cohorts for school, network and district leaders pursuing empowered school strategies.
- **Spreading the Word:** We identify and narrate bright spot successes and best practices in empowered public school models and innovative, sustaining governance structures.

Empower's work is informed by our experience as the design and launch partner of several public school improvement and innovation efforts across the country including the Springfield (MA) Empowerment Zone Partnership, the Luminary Learning Network in Denver, the Rural Schools Innovation Zone in South Texas, and the Leadership Academies Network in Fort Worth. Recently, we have built responsive and high-performing teams supporting work in states including Texas and Colorado. We have supported the design and launch of fourteen empowering partnerships across five states, serving more than 28,000 students attending 60 schools. Visit us at [www.empowerschools.org](http://www.empowerschools.org).

### Who You Are

You are a fast learner with a thirst for knowledge and are excited by researching and communicating creative solutions to challenges encountered at the school and system levels. You are familiar with the challenges facing K-12 urban education, and are able to communicate them clearly. You are aware of the systemic oppression that exists in the communities and contexts we work in, and are willing to contribute to our organization's anti-racist culture and goals. You are able to take ideas and solutions from stories you see and amplify them in creative and engaging ways. You enjoy working individually and as part of a team and are able to quickly and effectively build strong relationships. You are a clear and compelling communicator, both in writing and in person. You thrive in a rapidly-evolving entrepreneurial environment, and recognize that resourcefulness and effective communication skills are key to your success in this environment. You make time to reflect on your work in order to continually improve your effectiveness, you know how to self-advocate in order to get the support that you need, and you can keep it all in perspective with a strong sense of humor. In short, you're ready to use your broad skill-set to take on Empower's highest priorities, whatever they may be along the way.

## How You'll Help

- Refine and execute our new communication strategy, including:
  - Building social media strategy and maintaining social media accounts, as well as creating a monthly analytics report for the accounts
  - Creating procedures for effectively monitoring relevant news, documenting partner features in media, and sharing it socially when appropriate
  - Researching Texas-wide or national education trends in news and media to identify opportunities to promote our work
  - Leading the vision, development, and copy writing of external communications strategies to target key audiences (e.g., newsletter, blog, social media, etc.)
- Research and propose recommendations on strategic priorities
  - Synthesizing, researching, and lead Texas Advisory Board recommendations by conducting 1:1s with Advisory Board Members, planning meeting and follow up communications, and finding ways to operationalize their strategic recommendations
  - Researching and identifying key education, advocacy, policy, civil rights, or related groups and any opportunities to showcase our leaders, allies, or champions at their events
- Provide support to Empower Schools on other internal communications initiatives, as needed
  - Coordinating, curating, and editing the materials for the Other 49 Newsletter for internal team updates and communications
  - Following and reporting out on key partner and school board updates, including monitoring agendas, watching meetings, and updating partners on local ecosystem updates

## Qualifications

- You are a current student, recent college graduate, or have comparable experience, preferably based in Texas.
- You are comfortable using Microsoft Office (PowerPoint and Word) and Google Products (Docs and Sheets).
- You are adept at using a range of communications and social media channels.
- You have access to internet and a device that allows web conferencing.

## Stipend and Timing

This position is 10-20 hours per week. Timing is flexible for any 12-week period with a rolling start date before January, 2022 with the opportunity to extend based on mutual agreement. Stipend is \$160-\$320 a week based on hours.

## Application

Interested and qualified applicants should send a cover letter and resume to [careers@empowerschools.org](mailto:careers@empowerschools.org). The priority deadline for applications is November 1, 2021.

Please note the job title, "Program Intern- Texas" in the subject line of your e-mail and please save your attachments using the following convention: LastName\_FirstName\_CoverLetter and LastName\_FirstName\_Resume. Applications will be reviewed on a rolling basis.

*We support equal opportunity and value building the diversity of our team as we grow. We seek individuals of all races, ethnicities, abilities, and creeds to support our organization's work and encourage applications from historically under-represented backgrounds.*