

# KIPP®Public Schools

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## NORTHERN CALIFORNIA

### JOB TITLE

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#### Position Summary

Support Marketing & Communications team with various creative projects including, but not limited to, social media planning and photo/video editing. Some writing and editing of various content pieces for general awareness for KIPP Northern California and all schools. General administrative tasks will also be a part of this position's responsibilities.

**Reports to: Jon Vega, Marketing Manager**

#### Preferred Qualifications

##### Experience:

- Creative mindset with an interest in learning to manage the varying aspects of branding, marketing, and project management.
- Strong writing skills and storytelling abilities.
- Experience working with teams and deadline driven environments.
- Any experience creating or designing flyers, social media campaigns, or video editing.

##### Education:

- Marketing courses
- HTML or CSS courses
- Creative Writing or Journalism courses

##### Knowledge/skills required:

- Has a working knowledge of Excel, Word, and PowerPoint or Google equivalents.
- Communicate clearly and effectively and adheres to deadlines.
- Wordpress or HTML/CSS skills - optional
- Photoshop, InDesign, iMovie - optional

#### Essential Functions and Responsibilities

- Creating social media content for KIPP NorCal facebook and instagram
  - Writing captions and stories that follow the voice and tone of KIPP NorCal
  - Creating a social media calendar for the 2023-24 SY
- Support in the design and development of student recruitment materials
  - Editing and proofing print and photos
  - Photography selection
- Project management and some administrative work
  - Invoice reconciliation
  - Data pulls and reports

- Other projects

### **Physical, Mental and Environmental Demands**

**Physical:** Ability to navigate office and school campuses, and hold meetings in different spaces. Traditionally, much of the day involves sitting. Ability to access and utilize technology. Occasional lifting/carrying of equipment 1-20 lbs. Physical agility to move self in various positions in order to execute duties effectively, which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping and reaching overhead

**Mental:** Stress of deadlines and normal work standards, ability to analyze problems and generate alternatives, work with interruptions, concentrate for long periods of time, read, calculate, perform routine math problems, memorize and recall objects and people.

**Environmental:** In an emergency context (e.g., pandemic), work may be conducted virtually fully or partially for extended periods of time or longer, and the expectation is that the individual will establish a productive, remote work environment (e.g., ability to stay connected through different technology means). It may require remote work as current public health guidelines warrant. Adhere to KIPP's health and safety guidelines as outlined by the CDC, CDE, and public health agencies' recommendations.

### **Classification**

This is a part-time (30 hours per week), non-exempt position from June 20 to August 11, 2023.

The KIPP Regional Support Office is currently operating in a hybrid fashion. Most positions can expect to work in person 2-3 days per week and remotely the remaining days, subject to change based on the needs of the role.

### **About KIPP Public Schools Northern California**

We are a thriving nonprofit network of 18 free, public charter schools open to all students. At KIPP, we believe all children should grow up free to create the future they want for themselves and that schools can and should be a critical factor in making that vision a reality. Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose—college, career, and beyond—so they can lead fulfilling lives and build a more just world.

Our student community consists of over 7,000 elementary, middle, and high school students in East Palo Alto, Oakland, San Francisco, San Lorenzo, San Jose, and Redwood City, and Stockton. 79% qualify for free or reduced price lunch, 23% are multilingual learners, and 10% have special needs. We strive to cultivate a representative team of teachers and leaders that reflect our students' diversity.

### **Compensation**

KIPP Northern California is dedicated to you and your family's well-being! We offer a competitive salary as well as a comprehensive benefits package including medical, dental, vision, and transportation benefits.

We benchmark annually against comparably-sized non-profit organizations in the regions where we operate, to offer competitive salaries. The pay rate for summer interns is \$20 per hour at 30 hours per week.

**How to Apply**

Please submit a cover letter and resume by clicking [apply](#) on this page.

**Questions?** Email [christopher.walker@kippnorcal.org](mailto:christopher.walker@kippnorcal.org).