



# OKLAHOMA PARTNERSHIP FOR SCHOOL READINESS

## Preschool Development Grant, Communications Coordinator

Full-time; Exempt

Are you looking for a fulfilling career that also provides flexibility? Oklahoma Partnership for School Readiness (OPSR) is hiring! Joining our team means being part of a diverse group of individuals passionate about improving the lives of children and families.

OPSR's mission is to lead Oklahoma in coordinating an early childhood system that strengthens families and ensures all children are ready for school. Our talented team works together to ensure all Oklahoma children are safe, healthy, eager to learn and ready to succeed by the time they enter school.

Our team enjoys a flexible work schedule and opportunities for remote work. We believe that a positive environment and healthy work-life balance leads to productive and successful outcomes, so we strive to offer every team member the support and tools they need.

### We can offer you:

- Generous PTO and paid holidays
- Paid medical and dental insurance
- A hybrid work schedule of two remote days per week
- Retirement contribution at 3% (employee contribution not required)
- Access to Employee Assistance Program and medical leave
- Wellness opportunities like in-office yoga and massage bookings
- Perks like a company-provided canteen with snacks and drinks and invitations to social and philanthropic events

Are you a creative visual storyteller with a heart for Oklahoma's young children? OPSR is looking for a full-time **Preschool Development Grant (PDG) Communications Coordinator** to oversee and implement the visual communication strategies and initiatives related to the PDG program to enhance the availability, accessibility, and quality of early childhood education for young children.

Reporting to OPSR's Director of Early Childhood Systems, the Communications Coordinator plays a critical role in promoting the PDG program and effectively communicating its objectives, activities, and achievements to various stakeholders, including government agencies, early childhood educators, parents, and the general public. You will work closely with the Director of Communications, PDG program management team, policymakers, and staff to ensure consistent and impactful messaging.

The salary range for this position is \$60,000-70,000 per year; *this is a two-year, federal-grant-funded position*. The ideal candidate must be based in the Oklahoma City area.

### We'll trust you with:

- Spearheading production of visual and graphic communication materials, publications, brochures, presentations, and other relevant collateral
- Collaborating with a contracted Public Relations firm to develop and implement a comprehensive communication strategy for PDG including social media
- Assessing the accuracy and thoroughness of communication materials designed to enhance the professional image of OPSR
- Connecting with internal and external stakeholders to identify and gather relevant information about PDG's progress, success stories, and impact
- Preparing presentations for diverse audiences, including government officials, educators, community organizations, and parents

- Monitoring and analyzing media coverage and public sentiment related to early childhood education and the PDG program and providing recommendations for proactive response or adjustments to communication strategies.
- Ensuring consistent branding and messaging across all communication channels and materials
- Staying up-to-date on the latest research, trends, and best practices in early childhood education and communication strategies to continually enhance the effectiveness of PDG program communications.
- Supporting the execution of public and special events

**What you bring to the table:**

- Strong graphic design and production skills with a record for developing and implementing visual communication strategies to diverse audiences
- Proficiency using visual communication tools and platforms such as Canva, InDesign and Adobe
- Effective and clear communicator capable of maintaining positive working relationships with diverse stakeholders
- Cool under pressure and able to seamlessly balance multiple projects with concurrent deadlines
- Flexibility to adapt to changing priorities and respond to emerging communication needs

**Must-haves include:**

- Bachelor's degree in communications, graphic design, a related field, or proven experience (5+ years) in communications, public relations, government relations or related roles, preferably in the field of education
- Knowledge and understanding of Oklahoma's early childhood system is preferred
- Willingness to travel occasionally, both in and out of state
- Evening and weekend work may occasionally be warranted

If you're looking for a career that challenges and rewards you for your hard work, we would love to hear from you! Our team is looking for individuals who are dedicated, motivated and ready to embrace a company culture that puts people first.

**To apply:**

Please send resume and cover letter to [lmangus@okschoollreadiness.org](mailto:lmangus@okschoollreadiness.org)