Communications, Policy and Advocacy  
Project Manager

Woodward Hines Education Foundation is a Mississippi non-profit that works to help more Mississippians obtain the postsecondary degree, certification, or credential that will allow them to improve their quality of life, strengthen their communities and contribute to a bright and prosperous future for all of Mississippi.

POSITION SUMMARY:

The purpose of this position is to support the communications and advocacy efforts of the Woodward Hines Education Foundation (WHEF) and its Get2College program.

LOCATION:

WHEF’s Corporate Offices located in Jackson, Mississippi

EDUCATION:

Undergraduate degree in marketing, journalism, business, or related field. Other comparable education and experience combinations will be considered.

JOB DUTIES:

Job duties include, but are not limited to:

• Supports the marketing, public awareness, and advocacy efforts of WHEF and the Get2College program. This includes content-planning for publications, press releases, and websites.
• Develops and communicates timely project plans and ensures that a project’s scope, steps, and goals are fully understood by all involved.
• Oversees project management system for Communications, Policy and Advocacy department.
• Writes, edits, and proofreads materials as needed.
• Maintains communication flow for students, parents, counselors, partners by maintaining timelines and mailing lists.
• Creates and maintains departmental calendar.
• Assists in updating and maintaining WHEF and Get2College websites.
• Develops written and visual content for social media, website, and print publications content for WHEF and Get2College.
• Supports ongoing and special events including workshops, FAFSA Days, Camp College, legislative days, sponsorships, board meetings, meetings with external constituents, and professional development opportunities for educators. This includes planning, organizing, promotion via social media when needed and the development of needed collateral and work materials (notebooks, training materials, and other supplies) to distribute at these events.
• Provides support to the training efforts of Get2College by creating learning materials and communicating with training participants.
• Serves as liaison with contractors to produce branded items, publications, and photo and video assets.
• Assists with publishing newsletters for internal and external constituents.
• Works directly with students with the goal of lifting up the voice of Mississippi students.
• Gathers student stories to be included in WHEF publications and on WHEF channels.
COMPETENCIES/ATTRIBUTES:

The successful candidate should possess the following:

• Ability to work independently and develop project timelines and associated tasks to be completed.
• Demonstrates excellent organizational skills and time management skills including the ability to manage multiple projects simultaneously.
• Experience in a role requiring collaboration within an organization and with diverse constituencies, as well as, demonstrates the ability to work with efficiency and diplomacy.
• Demonstrates excellent oral and written accurate communication skills.
• Ability to present clear and information to small and large groups of various populations.
• Interest in or willingness to learn about the fields of college access and success.
• Experience utilizing project management systems (such as Monday.com, Asana) preferred but not required.
• Highly ethical and committed to the values of the Foundation.

OUR VISION AND MISSION:

In order for our foundation to succeed, all our positions and the people who occupy them are bound by our mission and driven by our vision.

The mission of Woodward Hines Education Foundation is to help more Mississippians obtain postsecondary credentials, college certificates, and degrees that lead to meaningful employment.

We envision a Mississippi where all people can secure the training and education beyond high school that will allow them to enhance their quality of life, strengthen their communities, and contribute to a vibrant and prosperous future for our state.

Please submit a cover letter and resume:

Woodward Hines Education Foundation
ATTN: Human Resources
Post Office Box 5008
Jackson, MS 39296-5008

OR

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