Parent Teacher Home Visits (PTHV) is a national nonprofit that helps teachers and parents build trust via our unique model of relationship-building home visits. This trust translates into strong parent-teacher partnerships and better school attendance and improved academic outcomes for children. These outcomes are backed by research and by the personal experiences of thousands of parents, teachers, and students. Our grassroots network has grown rapidly, with over 700 school communities in 27 states and Washington, DC using our evidence-based model of student, family and teacher engagement.

With this track record, PTHV is poised to scale its work nationally, deepen the support and resources it provides to schools and school districts, and shape the broader field of family and community engagement in schools. Central to this future is a commitment to equitable educational outcomes for children across the U.S.

Based in PTHV’s national office in Sacramento, CA, the Communications Specialist will play a critical role in shaping this future and will have primary responsibility for the design and execution of PTHV’s communications initiatives. The Communications Specialist will report to the Executive Director and be part of a strong staff team. Candidates must have demonstrated experience in communications, preferably in the nonprofit or public education field.

**Primary Responsibilities**

- **Communications Strategy and Planning** – Develop communications strategy and create and execute communications plans to increase awareness of PTHV, its work, and the effectiveness of its home visit model
- **Create and Manage Content** – Maintain and update website, newsletters, fact sheets, photo/video archives, and other communications and promotional materials
- **Manage Media** – Develop compelling and timely social media messages and campaigns, increase social and other media engagement, cultivate relationships with journalists, write and distribute press releases and other media-related materials
- **Manage Communications Operations** – Monitor, track, and analyze outcomes of communications strategies, plans, and campaigns; maintain and grow contact database, work with staff team to ensure efficient collection of contact data.

**Required Qualifications:**

- Minimum of 2 years successful experience in the field of communications or public relations, preferably in the field of Pre-K through 12th grade public education
- A 4-year degree in communications, public relations, journalism, or related field
- Ability to travel long distance roughly six times per year
- Demonstrated commitment to equitable educational outcomes for students across the U.S.

To apply, send cover letter, resume, and writing sample in PDF format to careers@pthvp.org.
• Must believe in the PTHV mission, have a clear vision for and commitment to building a family and community engagement educational program of national stature

Preferred Qualifications:
• Familiarity with the field of Family and Community Engagement in Pre-K through 12th grade public education
• Fluency in more than one language

Skills and Competencies:
• Excellent writing, editing and grammatical skills
• Ability to develop clear, compelling stories that appeal to multiple audiences
• Ability to work with others to evaluate and measure outcomes of communications strategies, plans, and campaigns
• Ability to promote the services of PTHV to enhance awareness, understanding and support
• Efficient and highly-organized project management skills and ability to get results in a fast-paced environment
• A team-player who displays initiative and innovation in approaching projects and tasks, and is eager to work with a highly-productive staff team to accomplish results
• Highly skilled in the use of cloud-based applications, including Microsoft Office, Salesforce, MailChimp, and Google
• Familiarity with current theory and practice on racial and other forms of equity, particularly in Pre-K through 12th grade public education settings

Salary and Benefits:
This is a part-time (20-30 hours per week), hourly position, with a wage of $25/hour and benefits package that includes generous paid vacation and sick days, 401(k) benefit, and health and dental insurance.

PTHV values work-life balance and offers flexible work hours.

To Apply:
Send an email to careers@pthvp.org with the following attachments in PDF format:
• Cover letter explaining your interest in and qualifications for PTHV’s work, the Communications Specialist position, and your commitment to working with communities of color and low-income communities
• Resume highlighting the experience that has prepared you for this role
• Writing sample that illustrates your qualifications for this role

This position is based in Sacramento, CA.