



MAPSA

Michigan Association of Public School Academies

105 W. Allegan
Suite 300
Lansing, MI 48933
517.374.9167 p
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www.charterschools.org

Parent & Community Engagement Coordinator for a Passionate Non-Profit Impacting Kids

MAPSA's Parent & Community Engagement Coordinator builds the strength of our voice. Our voice represents the voice of our members and parents making decisions on school choice for their children. This position uses communication skills to engage others in conversation and share knowledge with the right people at the right time.

As MAPSA's Parent & Community Engagement Coordinator, in a typical day you might:

- Create an activation for parents to share their voice
- Develop content for a newsletter to engage community members
- Update Facebook and Twitter about a new policy or a good news story
- Deep dive into the analytics of the latest communication outreach to discover how we can better engage brand champions
- Catch up on media to uncover the good news stories about charters
- Interact with stakeholders via a friendly email update or phone call
- Translate legislative updates into laymen's terms for distribution
- Chat with fellow team members about upcoming deadlines
- Coordinate onsite logistics for a 50+ attendee event
- Schedule a coffee hour for parents to meet with lawmakers
- Keep the team updated on current goals and ask for feedback
- Coordinate community engagement opportunities with team members
- Invite a legislator to visit a school

This job might be for you if:

You value the importance of ensuring a broad group of stakeholders are involved, despite the extra work it may take to really get to know your audience.

You pay attention to the details. You stay focused, and nothing falls through the cracks on your watch. You are able to delegate to others and help the team stay on task.

You enjoy solving problems. You love taking on difficult challenges and finding creative solutions. You don't get flustered easily. If you don't know the answer, you'll dig until you find it.



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You're a people person. You like to work with others and feed off their creative energy. You enjoy a flexible work environment and a supportive team culture.

You think on your feet. You like learning new things, and you can learn quickly. When things change, you know how to roll with the punches.

You communicate clearly. You write well. You speak eloquently. You can explain just about anything to anyone, and you're comfortable communicating in writing and on the phone.

You are motivated and driven. You volunteer for new challenges without waiting to be asked. You're going to take ownership of your role and truly make a difference.

To land this role, you need to have some experience in being a great communicator and very organized. It doesn't need to be traditional communications experience as long as we can see where you picked up your communication super powers somewhere in your cover letter or resume. And let the detailed side of you speak for itself!

Send your cover letter and resume to HumanResources@charterschools.org by Friday, November 6th and tell us why you want to be a part of our team!