

Job Title: Part-Time Marketing and Communications Manager

Reports to: Executive Director

Location: Shelton, CT On-Site

Organization: Foundations in Education Inc.

Employment Type: Part-time (approx. 14 to 18 hours/week)

Position Summary:

Foundations in Education seeks a creative, mission-driven **Part-Time Marketing and Communications Manager** to lead and manage all aspects of the organization's communications and marketing efforts. Working collaboratively with program and development staff, this individual will be responsible for effectively communicating our mission, impact, and initiatives to stakeholders across multiple platforms.

The ideal candidate is a team player who thrives in a small, fast-paced environment, brings a proactive approach to storytelling and brand development, and demonstrates a deep commitment to the mission of Catholic education.

Overall Responsibilities:

- Develop and execute marketing and communication plans in alignment with organizational goals and mission.
 - Manage and update website content to ensure accuracy, clarity, and engagement.
 - Create and schedule social media content (LinkedIn, etc.) to increase engagement and visibility.
 - Draft and distribute press releases, news articles and media advisories.
 - Produce quarterly e-newsletters, print newsletters, and the organization's Annual Report.
 - Support the development team with donor communications, including fundraising appeals, event promotion, acknowledgements and donor reports.
 - Collaborate with program staff to promote innovation grant activities and student success stories.
 - Ensure consistent branding and messaging across all platforms and materials.
 - Monitor media metrics, analytics, and performance insights to optimize outreach efforts.
 - Perform other duties as assigned as part of a small and collaborative team.
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Qualifications:

- Bachelor's degree in Marketing, Communications, Public Relations, Journalism, or related field.
- 3+ years of relevant experience in marketing and communications, preferably in the non-profit sector.
- Excellent writing, editing, and verbal communication skills.
- Proficiency with website content management systems (e.g., WordPress), email marketing tools (e.g., Constant Contact), and social media platforms.
- Strong graphic design skills (Adobe Creative Suite, Canva, or similar tools) a plus.
- Ability to manage multiple projects with strong attention to detail and deadlines.
- Team-oriented, flexible, and proactive, with a collaborative work ethic.

- Passion for and commitment to the mission of Catholic education.
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Work Environment & Schedule:

- Part-time role (14 to 18 hours/week), with flexible scheduling.
 - Some availability for occasional evening or weekend events.
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How to Apply:

Interested candidates should submit a resume, cover letter, and writing sample to hr@foundationsineducation.org.

Compensation: \$25 to \$30/hour

Foundations in Education, Inc. welcomes candidates from all backgrounds who are aligned with our mission.

About Foundations in Education, Inc.:

Foundations in Education, Inc. is a non-profit organization committed to strengthen and transform the mission of Catholic education in the Diocese of Bridgeport by providing tuition assistance to families in need, supporting innovation in academic programs, and fostering opportunities for the professional development of school leaders. Visit www.foundationsineducation.org.