

## Impact WV Fellow Job Description – Communications Coordinator at EntreEd

EntreEd, The Consortium for Entrepreneurship Education is a national non-profit organization dedicated to K-12 (and beyond) entrepreneurship education. We are engaged in a new project working with community colleges and k-12 school systems in WV, KY, OH, TN, and VA in Appalachian coal impacted areas. Our partners include the National Association of Community College Entrepreneurship, The EdVenture Group from Morgantown and Behavioral Business LLC. The staffs of the four partner organizations are collaborating with seven community colleges in the coalfields region to assist local k-12 schools in becoming *America's Entrepreneurial Schools* by delivering entrepreneurship education to every student in the school building within one school year.

As a Communications Coordinator at EntreEd, a typical day might include the following:

- Creating media messages to inform audiences in the region and across the country about the work done by the EntreEd partners
- Create press releases, articles, blog posts and assist videographers to create stories and scripts for video projects
- Assist with the development of presentations, brochures, signage etc
- Work collaboratively with staff from all four partner organizations

The successful candidate could live anywhere in West Virginia, but be ready to travel to schools and activities.

This job might be for you if:

- You have great communication and design skills.
- You can find and develop stories about activities you experience.
- You can develop a network of media contacts in various media markets in the region.
- You are fluent in the use of social media.
- You work well with others on a team.
- You are comfortable working on a small team in a self-driven environment.
- You are excited for the adventure explore the five-state Appalachian region and occasionally beyond.
- You are interested in entrepreneurship and passionate about entrepreneurship education.

To land this gig, you need the following skills:

- The ability to write for various audiences in various formats
- Knowledge and experience with digital writing, publishing and presentation software
- Knowledge and experience with social media
- The ability to collaborate and communicate with people in diverse environments – schools, businesses, media outlets, etc. digitally and face-to-face
- The ability to take video and still photos to support the message (or the willingness to learn)
- The ability to work with project partners to develop important messages, then drive them through a variety of media