



## Communications Coordinator

Do you enjoy using your creativity and communication skills to share meaningful stories and connect people to important work? Parenting Now is seeking a Communications Coordinator to join our mission-driven team dedicated to supporting families.

### About Parenting Now

At Parenting Now, we believe that every child deserves to be raised in a nurturing, supportive environment. Since our founding in 1978, we have been at the forefront of providing parenting education and support to families with young children. Our organization values respect, integrity, and effective communication in all aspects of our work. We are committed to empowering families and creating lasting, positive change in our community and beyond.

### Position Overview

The Communications Coordinator supports Parenting Now's communications efforts by creating and managing content across digital and print platforms, maintaining key resources, and ensuring clear, consistent, and engaging messaging. This role collaborates with staff to translate program work into accessible storytelling, supports public relations and outreach, and helps manage day-to-day communications activities including social media, website, and materials development.

### What You'll Do

- **Communications:** Create and manage content across newsletters, website, and program materials, collaborating with staff to translate program work into clear, engaging messaging and storytelling
- **Public Relations:** Draft and distribute external communications, including press releases and stakeholder updates, to support visibility and engagement.
- **Website Management:** Maintain and update website content to ensure accuracy, accessibility, and alignment with organizational priorities.
- **Design:** Create engaging flyers and visual materials to support programs, events, and campaigns
- **Social Media:** Manage daily social media activity, including content planning, scheduling, posting, monitoring, and responding to messages, while maintaining a content calendar and staying current on trends.
- **Resource Guide:** Lead the design, production, and distribution of Parenting Now's resource guide, and maintain an up-to-date resource contact list to ensure accuracy and quality of information.

- **Team Coordination & Support:** Support communications team meetings by preparing agendas, taking notes, scheduling, and coordinating follow-ups to help keep projects on track.

### **Required Knowledge/Skills**

- 2+ years of communications experience, including internships, academic projects, or professional roles
- Knowledge of communications principles, including audience engagement, storytelling, and brand consistency
- Familiarity with social media platforms, trends, and best practices
- Understanding of basic marketing and digital communications tools
- Basic knowledge of analytics and performance metrics for social media and email campaigns
- Excellent written and verbal communication skills
- Content creation skills, including writing, editing, and basic graphic design (Canva or similar)
- Social media engagement
- Attention to detail and accuracy in messaging and content
- Problem-solving skills and the ability to work independently
- Ability to learn new tools, platforms, and communication strategies as needed
- Ability to represent the organization's mission, values, and voice authentically
- Ability to take the initiative while also incorporating feedback and direction
- Understanding of cloud-based document management, collaboration, and file sharing

### **Desired Education, Abilities and/or Experience**

- Experience with website management, specifically WordPress
- Bachelor's degree in Communications, Marketing, English, Journalism, or a related field

### **Work Location & Schedule**

- Hybrid
- 20 hours/week (0.50 FTE)

### **Salary & Benefits**

- Salary: \$21.00-\$24.00
- Ability to contribute to 403(b) retirement plan
- Paid sick leave
- Paid holidays
- Employee Assistance Program (EAP)

## **Application Requirements**

For full consideration applications should include:

- Resume
- Cover letter
- Two professional references

## **How to Apply**

To apply, send your complete application to [cafalk@parentingnow.org](mailto:cafalk@parentingnow.org) and include Communications Coordinator in the subject line.

Date of first review: May 5, 2026

Desired start date: May 18, 2026

**Parenting Now is an equal opportunity employer committed to diversity, creating an inclusive environment for all employees, and supporting all families in our community. Racial and ethnic minorities, LGBTQ+ individuals, veterans, and persons with disabilities are encouraged to apply.**