



Job Posting: Marketing and Communications Manager

Annual Salary: \$75,000

Position open until filled.

Prior given to applicants submitting by Monday, December 18.

The Clark College Foundation is seeking a full-time Marketing and Communications Manager to join our dynamic nonprofit team. At the Foundation, our goal is to support Clark College and ultimately student success. This new teammate will be collaborating with development officers in advancement efforts in higher education, alumni relations, governmental affairs, annual giving, and more. You'll be joining a collaborative workspace, where we value each team member's voice--as well as the voices of our diverse students, colleagues, and stakeholders--as we work to further the college's mission of serving our community as the largest economic driver in the region.

This position will create and maintain our strategic marketing and communications plan, ensuring all department needs are met with strategies that recruit, onboard, retain and activate community members, philanthropists, and community partners such as community-based organizations and employers in the region – large and small. An ideal candidate must have a demonstrated skillset in applying diversity equity and inclusion best practices in the communications and marketing landscape with a specific emphasis on accessibility.

The ideal candidate has demonstrated experience in multimedia storytelling, graphic design, public relations, video editing, digital marketing (paid and non-paid advertising) and online content maximization. Applicants will be operating in a deadline-intensive environment, moving multiple projects forward simultaneously, will track data points to communicate progress, and will need to activate members of Clark College at-large and in the community to further the reach of messaging.

The Marketing and Communications Manager at the Clark College Foundation will work with the College's marketing and communication office of the institution to collaboratively safeguard the Clark College brand, develop connections within the community, and create linked advertising and marketing campaigns, when needed. We are seeking a valued team member who will create equitable processes to determine our marketing and communications strategy, so all voices are heard from the Penguin Nation.

Preferred Qualifications

Bachelor's degree in graphic design, digital marketing and media, journalism, communications, or a related field.

Professional-level competency in website and multimedia production including video, photography, graphic design.

Experience building brand awareness and affinity, strategically to hit key performance indicators.

Demonstrated experiences leading multiple communications and marketing projects simultaneously.

Experience working with, and preferably in service to, diverse communities.

Bi-lingual skills are a plus.

REQUIRED MATERIALS:

Current resume and cover letter.

2-3 writing samples, such as article/storytelling content for blogs, news media, newsletters, or ad copy.

2-3 design samples, such as event collateral, magazine page layout, digital or print advertisements.

2-3 video editing examples, such as social media reels, stories, or posts, or promotional videos such as commercials, promotional videos, storytelling or product/service videos.

Responses to two DEI supplemental questions:

1. Please tell us about how diversity, equity, and inclusion has been demonstrated in your past work as a communications and marketing professional?
2. What are your DEI priorities when it comes to building workflows and process in the field of marketing and communications?

Job Readiness/Working Conditions:

Willingness to work outside of normal work schedule on occasion to solve problems or assist with department initiatives and events.

Willingness to periodically travel between college main campus and satellite facilities.

Willingness to travel 1-2 times per year within the State of Washington and nationally to attend meetings, training sessions, and conferences for a period of up to five days.

Application Deadline:

Please submit your cover letter, resume, work samples, and supplemental DEI questions by December 18th to Chandra Chase, AVP Alumni Relations and Community Engagement via email at cachase@supportclark.org or submit in person during open hours to the front office of the Clark College Foundation (north of the STEM building) 1933 Fort Vancouver Way, Vancouver, WA 98663.

Disability Accommodations

Upon request, accommodations are available to persons with disabilities for the application process. Contact Human Resources at (360) 992-2795 or by video phone.

Condition of Employment:

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

Eligibility Verification

If you are hired, you will need proof of identity and documentation of U.S. citizenship or legal authorization to work.

Clark College Foundation values diversity and is an Equal Opportunity Employer. Protected group members are strongly encouraged to apply. Clark College Foundation does not discriminate based on race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, honorably discharged veteran, or military status, citizenship, immigration status, or use of a trained guide dog or service animal. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). The Foundation considers equal opportunity and non-discrimination fundamental to its mission, vision, and values. All staff hired at Clark College Foundation are encouraged to embrace, continually support, and enhance social equity on our campus and in our community. Clark College Foundation is a smoke-free/drug-free environment. This recruitment announcement does not reflect the job description and can be changed or modified without notice.