



Advocacy Coordinator

Position: Full Time, Salaried

Location: Jacksonville, FL

Department: Advocacy & Community Engagement

Why You Will Love This Role

Are you passionate about advocating for arts education through digital media, communications and advocacy? As an Advocacy Coordinator, you will play a crucial role in promoting CAP's mission and supporting its advocacy efforts. This full-time position offers the opportunity to engage with diverse stakeholders, manage impactful communications, and coordinate events that highlight CAP's programs and initiatives.

The position has an anticipated start date of August 20, 2024.

Your Impact

- **Amplify CAP's Presence:** Embrace CAP's core value to **sing out loud** by managing and creating engaging digital content, monitoring the organization's online presence and producing compelling videos to promote CAP's programs and advocacy efforts. Duties include:
 - Curating and scheduling engaging social media content for Facebook, Instagram, X and LinkedIn, utilizing Hootsuite to schedule posts.
 - Monitoring and updating profiles on Charity Navigator, Candid, Google and Bing.
 - Developing short videos for donor engagement, program promotion, advocacy and board meetings.
- **Innovate in Communications:** Embody CAP's core value to **color outside the lines** by gathering a variety of content for reports and newsletters, ensuring CAP's unique voice and message reach its community and stakeholders effectively.
 - Gathering content for various print and digital communications such as annual reports, event programs, e-blasts, newsletters and impact reports.
- **Foster Improvement and Growth:** Represent CAP's core value to **maintain your creative spark** by assisting with media logistics, data collection and analytics to ensure CAP's

advocacy efforts are well-supported and data-driven, fostering continuous improvement and growth for the organization. Duties include:

- Researching education-related data sources and using data to report findings and provide anecdotal evidence for communications.
- Collecting survey data and managing necessary follow-up with stakeholders.
- Analyze feedback from principals and other site administrators to evaluate the effectiveness and impact of arts education.
- Work collaboratively with external data analytic partners.
- Pulling monthly analytics for digital and print media and providing analytics for grants as requested.
- Ensuring CAP is appropriately represented at programs and community events. Champion CAP's core value to **inspire every child's creative spirit** by proactively engaging with the community to expand our reach and deepen our impact.
- **Additional Responsibilities**
 - **Administrative Support:** Provide administrative support to the Vice President of Advocacy & Community Engagement, including assisting with expense tracking and processing invoices.
 - **Active Participation:** Engage in all necessary meetings and committees, providing updates and insights into research projects that inform strategic decisions.
 - **Event Assistance:** Support major annual events, embodying and promoting CAP's culture and values through active participation and leadership.
 - **Core Values Advocacy:** Champion CAP's mission and core values in all professional endeavors, inspiring a culture of creativity, inclusivity and excellence across all programs.

What You Will Bring

- **A Passion for Advocacy and Community Engagement:** You have a strong desire to support and promote educational and community-focused initiatives, working precisely and consistently to amplify CAP's mission and impact.
- **Strong Digital Media, Content Creation and Communications Skills:** Your expertise in social media, video production and content management will help create and distribute engaging, impactful messages across various platforms, including print, social media, e-blasts, web and more.
- **Media Management and Monitoring Know-How:** You can efficiently and effectively coordinate interviews and track media mentions, keeping CAP's leadership informed and maintaining an up-to-date media tracker.

- **Analytical Skills:** Your ability to collect, clean and analyze data will support CAP's advocacy efforts and communications, providing valuable insights and evidence for reporting.
 - **Administrative Competence:** You are well-organized and efficient in managing administrative tasks, ensuring all support functions are completed accurately and promptly.
 - **Educational Background:** A bachelor's degree is required for this position. Ideal educational focuses include marketing, communications or a closely related field that prepares you for the variety of tasks at hand.
 - **Professional Experience:** You have a demonstrated history of working in marketing or communications, particularly with a focus on social media or events.
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Perks & Benefits

- **Competitive Compensation:** Start with a robust salary of up to \$45,000, adjustable based on your experience. This position recognizes the value you bring to CAP and offers the opportunity for annual merit increases of up to 6% and performance bonuses up to 3%.
 - **Healthcare Coverage:** To ensure you and your health are well taken care of, CAP will cover 75% of the premiums in your selected plan for individual medical, dental and vision insurance options.
 - **Retirement Planning:** Invest in your future with CAP's 403(b) retirement savings plan, including a CAP match of 3%. It's never too early or too late to start planning for retirement.
 - **Generous Time Off:** Recharge and rejuvenate with 21 days of paid time off, plus 21-24 paid holidays throughout the year. CAP's flexible, family-friendly schedule allows you to balance your professional and personal life effectively.
 - **Commuter Benefits:** Enjoy paid parking in a central downtown location, making your commute easier.
 - **Professional and Personal Growth:** After one year with CAP, you'll gain access to additional tenured benefits, including opportunities for professional development to further enhance your skills and career. Personal wellness credits are also offered to support your overall well-being.
 - **Family First:** Following a year of employment, take advantage of CAP's paid parental leave, allowing you to focus on your family's significant life moments.
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Are You Ready?

If you are enthusiastic about making a significant difference through advocacy and community engagement, we invite you to apply.

This is more than a job—it's a chance to be part of something bigger. Join us in shaping the future of arts education!

Submit in confidence to lucy@capkids.org a résumé and cover letter no later than August 5.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.