



Media Communication Coordinator (part time) CHILDREN AT RISK

CHILDREN AT RISK (C@R) is seeking a personable, detail-oriented, and dedicated **part time Media Communication Coordinator (Coordinator)** to support the Media Activism arm of CHILDREN AT RISK. The Coordinator will play a pivotal role in producing CHILDREN AT RISK's multi-platform communications, with a particular emphasis on broadcast programming.

- **This position is open to candidates residing in the Houston area**
- **Ability to travel across Harris County and access to a printer is required.**
- **The individual must be available 8:30-9:30 Monday, Thursday, and Friday, as well as 8:30-10:30 on Wednesdays.**
- **This position is part-time, 15 hours a week at \$15/hour.**
- **This position will report to the Director of Media Activism.**

General Responsibilities and Essential Functions:

- **Logistics and Coordination:** Ability to work cross functionally to support all external partner scheduling needs and coordinate necessary logistics for virtual and in person events/functions that may involve media and/or community audiences.
- **Facilitate Radio Program:** Coordinate guest engagement, including pre- and post-show outreach. Attend live episodes, either as a host or in a tech support role.
- **Community Engagement:** Must be comfortable with public engagement and speaking with key stakeholders, including funders, elected officials, community leaders, and nonprofit colleagues, to ensure collaboration and project success.
- **Communication:** A strong communicator that documents projects, tasks, and follows up with all involved entities. Intellectually curious and driven with great overcommunication practices.
- **Marketing and Editing:** Experienced with Canva and able to produce visually appealing products in a fast-paced environment; **experienced with video and audio editing.**
- **Other tasks as assigned.**

Qualifications:

- **Education and Experience:** HS degree, experience in marketing and digital communications, dedication to child poverty work.
- **Technical and Design Skills:** Proficiency in MS Office, Google Docs, Canva, video/digital technology, and visual presentation tools; willingness to learn platforms.
- **Communication and Organizational Abilities:** Strong verbal and written communication skills, ability to synthesize and present complex information clearly, exceptional organizational skills, and effective multitasking.

- **Collaborative and Adaptive:** Team player with a flexible, adaptable approach; capable of managing competing timelines and priorities while maintaining high-quality work.
- **Ethics and Professionalism:** Upholds high ethical standards, demonstrates empathy, optimism, and sensitivity to community needs, and exercises good judgment.
- **Travel and Diversity:** Open to regular travel in the Houston area; preference given to diverse candidates who reflect the communities and children served.

About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work to champion solutions that tackle poverty, education and health disparities, and child exploitation. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children. The position offers competitive compensation and benefits package.

How to Apply

Interested candidates should submit a letter of application, resume, writing sample and a list of three references via e-mail to **Bri Derry**, bderry@childrenatrisk.org. Please include the words "**Media Communication Coordinator PT**" in the subject line. The application deadline is rolling with applications being reviewed upon receipt.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve.

CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.