

## Outreach Coordinator

The Institute for Higher Education Policy (IHEP) is a Washington, DC-based non-profit, non-partisan organization whose mission is to foster access and success in postsecondary education through public policy research and programmatic activities that inform and influence policy and practice. IHEP serves as a resource for government agencies, higher education organizations, philanthropic foundations, and others committed to increasing access and success in postsecondary education.

The Outreach Coordinator will support the organization's outreach and communications activities and will provide support to policy and programmatic efforts. Position requires an individual who can successfully balance multiple projects with exceptional attention to detail. This position provides exposure to a number of critical areas of IHEP work and offers unique cross-project coordination and understanding. The position reports to the Director of Policy and Strategic Initiatives.

### **Primary responsibilities include:**

- Assist the Director of Policy and Strategic Initiatives with various activities, including support for the Pathways to College Network, strategic planning, and policy initiatives.
- Work with staff on communications/outreach projects.
- Oversee all aspects of the publications process.
- Manage online/electronic tools, including IHEP's email distribution list.
- Assist with the development of press releases, editorials, and marketing materials.
- Provide staff support on speeches/presentations for public engagements, as needed.

**Requirements:** Candidates must have a bachelor's degree, master's preferred, and 2-3 years of experience in communications, public relations, and/or education policy. Experience in all three areas is a plus. Must have excellent writing and public speaking skills. Must be creative, organized, detailed-oriented, and a quick learner; experience with online information-sharing tools is a plus. Must be able to work independently, manage multiple projects simultaneously, and be willing to work closely with key staff, including the IHEP president and communications consultant.

Candidates should submit a cover letter, resume, and writing sample to [outreach09@ihep.org](mailto:outreach09@ihep.org). No calls please. For more information about The Institute for Higher Education Policy, please visit our website at <http://www.ihep.org/>. For information on the Pathways to College Network, visit <http://www.pathwaystocollege.org/>.