Job Advertisement

Sr. Content Specialist

The Foundation for California Community Colleges is on a mission to double its impact in the next 10 years. We are a group of relentless optimists and innovators in education, working collaboratively with public and private partners to help improve the student experience and expand pathways to economic and social mobility in communities across California. We are seeking a Sr. Content Specialist to join the Foundation in its mission of benefitting, supporting, and enhancing the California Community Colleges—the largest and most diverse system of higher education in the nation.

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WHAT YOU’LL DO

You’ll lead a talented content team in developing engaging content for the Foundation, its programs, and the California Community Colleges across a variety of digital and print media. This position is responsible for maintaining consistency in style, quality, and tone of voice across all communications deliverables.

WHAT YOU BRING

• Experience successfully managing a team of writers which consistently leads to high-quality deliverables that adhere to established brand standards and maintain consistency in style, quality, and tone.
• Proven skills in research, writing, and editing that inform compelling content, including but not limited to: websites, newsletters, email marketing, social media, video scripts, advertisements, talking points, presentations, executive communications, annual reports, whitepapers, proposals, press releases, and fact sheets.
• Ability to thrive in a fast-paced entrepreneurial environment and collaborate directly with graphic designers, writers, and project managers committed to developing communications deliverables for diverse communities.
• A passion for equity and inclusion and, ideally, prior experience in education or the public sector.

IDEAL CANDIDATE QUALITIES

• Relevant degree in communications/journalism, English, or marketing, or equivalent relevant work experience.
• Five to seven (5-7) + years of professional work experience in a content development position preferred.
• Demonstrated skill in analyzing clients’ communications needs, synthesizing complex ideas, and translating them into compelling human-interest content.
• Experience developing content in a public education environment or other state agency setting is preferred.
• Strong verbal and written communication skills, attention to detail, and ability to self-edit.
• Proficiency in researching to attain trustworthy and relevant information to inform writing.
• Experience managing a team of content writers, and ability to work on a fast-paced team, with all levels of staff and management, and build and maintain collaborative working relationships with internal and external stakeholders.
• A strategic and creative thinker who independently problem-solves, practices ownership, and takes accountability to consistently manage and produce high-quality deliverables.
• A self-starter and quick learner who is detail-oriented, highly motivated, and outcome-oriented, seeking innovative approaches to content development and related processes.
• Ability to collaborate with all levels of staff and management and build and maintain positive working relationships with a variety of external stakeholders.
• Ability to excel in a fast-paced environment with changing priorities and deadlines, and to respond effectively and efficiently as priorities change.

WHAT WE OFFER

You’ll join a group of mission-driven, equity-minded individuals with a strong desire to impact and change lives for the better through education. As the official nonprofit auxiliary to the Chancellor’s Office, we aim to ensure our team reflects the diversity of the California Community Colleges and the 2.1 million students, 115 colleges, and communities it serves. Individuals are hired for their deep understanding of each population’s unique needs, and they will join a collaborative environment where each team member plays an important role in helping Californians across all communities improve their social and economic mobility and build a better future for themselves and their families.

We are headquartered in downtown Sacramento’s thriving R Street corridor. Our generous benefits include the CalPERS defined benefit retirement plan, medical, dental, and vision, tuition reimbursement, and more. We take a strategic and comprehensive approach to investing in our people, fostering an environment for employee growth and providing diverse opportunities for continued learning, professional development, and advancement.

To learn more about the position, read the full job description > Sr. Content Specialist, Communications

For immediate consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to jobs@foundationccc.org. Please include in the subject line: “Sr. Content Specialist, Communications”.

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