



Community Manager

As a fast-growing, but still small, nonprofit venture [CommunityShare](#) is re-imagining the relationship between communities and schools. Through our online platform and offline programs we ignite civic engagement and real-world learning experiences by connecting the wisdom, skills and lived experiences of community partners with educators and students.

Title: Community Manager

Location: Remote

Job Type: Contract basis; Half-time (20hrs/week) with some flexibility; Flexible schedule

Start Date: As soon as can be negotiated

Compensation: \$35,000 - 42,500/year for .5FTE

What we are looking for...

We are looking for a team player who is creative and deeply understands the science and art of building community and who can help us build, foster and grow our national network of users. We have three user types - educators, partners & stewards - who work together to co-create real-world learning experiences that actively engage their local community and/or a broader virtual network of community professionals. Across the U.S. we work with regional partners, such as school districts, school networks and educational nonprofits, who are committed to developing thriving regional learning ecosystems. You will develop and implement a strategy for activating and engaging our existing user base and create opportunities for engaging potential new users. We are looking for someone who is passionate about re-imagining education, but not expected to be a content expert, as they will work closely with our team of education professionals.

Primary Responsibilities

- Oversee the development of a community management strategy that includes processes and a schedule or gathering and sharing targeted user content.
- Participate & execute in the creation, fostering and maintaining of relationships with educators, stewards, and community partners in our online community and network
- Lead and execute the creation, writing, editing, and production of social media templates and communications campaigns that help (re)activate partners and educators
- Partner with staff to create templates and guidelines for stewards to activate regional communities in our network

- Develop creative strategies for engaging and recognizing existing and new users (e.g. badging, gamification)
- Organize and host virtual community events in coordination with staff
- Assist stewards remotely in the planning, marketing and implementation of in-person community events.
- Identify community KPIs and collect, analyze and share data and metrics with leadership
- Collaborate with the product team and manager on product development and launches

Core Qualifications

- Experience as a community manager
- Experience in developing a strategy and roadmap for community engagement that supports both online and in-person programming
- Experience launching community initiatives (e.g. building an online forum, launching an ambassador program, creating an event series and writing an email newsletter)
- Experience identifying, tracking, analyzing and reporting relevant community metrics (e.g. repeat attendance at events, website traffic, online user engagement)
- Knowledge of online marketing and social media platforms and how to use/manage spaces (Facebook, Instagram, Twitter, etc)
- Exceptional writing, verbal and marketing skills
- Self-directed learner who also thrives in a collaborative, start-up work environment
- Attention to detail and ability to multitask
- Deep commitment to creating a more equitable educational system and world
- Experience in the non-profit or education sector (ideally in EdTech) a plus
- Experience creating video and multimedia content a plus

Application Process:

Submit cover letter and CV to team@communityshare.us.

Commitment to Diversity

At CommunityShare we are committed to diversity, equity and inclusion. We strive to create and inspire better ways to give every student an educational foundation for lifelong success. In order to fully realize this mission we are dedicated to building a diverse pool of candidates including those from underrepresented backgrounds and build an inclusive culture that supports and celebrates the diverse voices and perspectives of our employees.

Description of CommunityShare:

CommunityShare believes that our communities are only as strong as the relationships we weave. Relationships between caring adults and young people centered around real-world learning experiences nurture resilient, thriving youth and communities. In order to realize this vision, CommunityShare developed an [online platform](#) that matches educators in schools and out-of-school settings with community partners who serve as mentors, project collaborators, guest speakers, internship hosts, and more. Through both virtual and in-person learning

experiences with community partners, students become more engaged in school and their community because of the real-world relevance, discover new career possibilities and expand their access to caring adults. This [3-minute video](#) and [Christian Science Monitor](#) article offer additional context. CommunityShare was [recognized](#) in 2018, 2019 and 2020 as one of the [top 100 global education innovations](#) at the HunderED summit in Helsinki.