

## **About the job**

**Contract Type/Term:** Independent Contractor | December 2025 – June 2026 (renewable)  
Approx. 40 hours per week

The Education Fund, a non-profit organization that works to improve K-12 education in Miami-Dade public schools to ensure all children have the opportunity to reach their full potential, seeks an experienced and creative **Writer & Social Media Coordinator** to support our fundraising and communications efforts. This role will report to the Vice President of Development and work closely with senior staff to **craft compelling written content, maintain our digital presence, and help tell the story of how The Education Fund drives innovation in Miami-Dade County Public Schools to help all students achieve.**

**This is an independent contractor position with the potential to continue beyond the initial contract period.**

## **Key Responsibilities**

### **Writing & Reporting**

- **Storytelling:** Interview, collect information and write communication pieces that will be used for newsletters, reports, thank you letters, impact summaries, and other ways to promote The Education Fund's work.
- **Organizing & Tracking:** Assist in organizing grant reporting timelines, tracking deliverables, and maintaining internal grant files.
- **Formatting:** create PowerPoints, newsletters, Photo collages, and other donor-facing materials.
- Ensure consistency in tone, branding, and messaging across all development materials.

### **Social Media & Digital Storytelling**

- Manage The Education Fund's social media channels (Instagram, Facebook, LinkedIn, X).
- Create and schedule engaging posts highlighting programs, events, donors, and teacher/student success stories.
- Collaborate with outside organizations and internal staff to align social media with campaigns and events.
- Monitor engagement and analytics to inform strategy and report outcomes.

### **Collaboration & Support**

- Work with program staff to gather stories, photos, and data for use in reports and social media.
- Coordinate with leadership on key events (Taste of Education, For the Love of Art Auction, Idea Expo, etc.) to maximize visibility and storytelling impact.
- Assist in maintaining editorial and posting calendars.

## Qualifications

- Exceptional writing, editing, and proofreading skills.
- Experience managing social media for an organization or brand.
- Strong organizational and project management skills with attention to detail.
- Ability to work independently, meet deadlines, and juggle multiple priorities.
- Familiarity with nonprofit development and fundraising communications preferred.
- Proficiency in Canva, Hootsuite (or similar tools), and Microsoft Office Suite.
- Entry level graphic design capability or better (to do PowerPoints, etc., as needed)
- Bachelor's degree in Journalism, Communications, English, Marketing, Advertising, Nonprofit Management, or a related field preferred.
- A strong belief in public education.
- Reliable transportation.
- As needed, ability to travel to offices in Miami Lakes and to various events around Miami-Dade County.
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## About The Education Fund

**The Education Fund's mission is to maximize every child's potential and ensure that all students in Miami-Dade County Public Schools have access to the resources, innovation, and support they need to succeed. Through award-winning programs such as Ideas with IMPACT, Food Forests for Schools, SmartPath Connect to College, and For the Love of Art, The Education Fund has transformed classrooms and communities for nearly four decades.**

**The Education Fund is an equal opportunity employer. For more information, visit [www.educationfund.org](http://www.educationfund.org).**

- **TO APPLY:** Submit your resume and writing sample to [LBarrocas@educationfund.org](mailto:LBarrocas@educationfund.org).