

COMMUNICATIONS COORDINATOR



Location: Orlando, FL

Employment Type: Contract - 20 hours per week in-office with some hybrid flexibility

Reports To: Director of Marketing

Salary Range: \$17-20 per hour, depending on experience

A Gift for Teaching (AGFT) is Central Florida's primary source of free school supplies for teachers and the students who need them most. We serve public schools in Orange and Osceola counties by providing educators with essential learning tools—completely free—so every student can thrive in the classroom. Rooted in compassion and community, AGFT continues to grow and evolve to meet the changing needs of local schools. Through innovative programs and strong partnerships, we're expanding our reach to support even more educators, students, and schools in underserved neighborhoods. Learn more at www.AGiftForTeaching.org.

POSITION OVERVIEW

The Communications Coordinator at AGFT plays a vital role in telling the story of how free educational resources transform classrooms by empowering teachers and inspiring students across Central Florida. This position is responsible for developing and managing communications that support awareness, engagement, and fundraising for the organization's mission. From social media and digital content to events and campaigns, the Communications Coordinator collaborates across departments to execute thoughtful, strategic, and visually compelling materials.

KEY RESPONSIBILITIES

- Drafts and schedules social media posts across platforms including Instagram, Facebook, and LinkedIn
- Designs visual content using Canva, Adobe Creative Suite, or similar tools
- Supports the creation of flyers, event signage, and donor/partner collateral
- Captures and organizes photo/video content for use in digital and print communications
- Tracks and reports performance metrics across all communication platforms including social, website, and email
- Writes and publishes blog content featuring program recaps, educator stories, and organizational highlights
- Ensures digital content is timely, accurate, and aligned with campaign goals

WHAT WE'RE LOOKING FOR

- Strong graphic design and short video editing using Canva, Adobe Creative Suite, CapCut, or similar tools
- Proficient writing and proofreading skills
- Familiarity with social media scheduling platforms like Buffer or Meta Business Suite
- Highly organized and detail-oriented with experience using project management platforms like Asana
- Enthusiasm for storytelling, community engagement, and supporting educators
- Willingness to work occasional evenings and weekends for events
- Bonus skills: Fluent Spanish speaker, working knowledge of blog systems like WordPress, email marketing platforms like Constant Contact, and CRM systems like Bloomerang

WHY JOIN A GIFT FOR TEACHING?

When you join our team, you're not just starting a job—you're becoming part of a mission-driven community that's passionate about making a real difference in local classrooms. Here's what you can expect when you work with us:

- **A meaningful mission.** Every role directly supports teachers and helps students in under-resourced schools.
- **A collaborative culture.** You'll join a supportive team that values teamwork, innovation, and shared success.
- **Professional growth.** We offer opportunities for learning and development so you can expand your talents along with the organization.

- **Work-life balance.** We understand life outside of work matters too, and we strive to create a flexible and people-first environment.
- **A fun, purpose-filled workplace.** We bring energy and joy into everything we do.

HOW TO APPLY

Please send your resume, portfolio samples, and a brief cover letter outlining your personal interest in the role to Emma Smith at emma@agiftforteaching.org

Equal Employment Opportunity A Gift for Teaching does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.

Americans with Disabilities Act Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.