

CLF Community Partnerships Office is seeking a: Public Relations Assistant – Full Time

Location: Laurel, Maryland

Job Categorization/Job function: Public Relations - Writing/Editing - Art/Creative

Employment type / Company industry: Education Management - Civic & Social Organization - Nonprofit Organization Management

Seniority level: Entry Level / Associate / Assistant

Skills: *Public Relations, Social Media, Press Releases, Public Speaking, Microsoft Office, Facebook, Event Planning, Research, Editing, Communication, Social Media Marketing, Microsoft Word, Twitter, Organizing, Reports, Teamwork, Text Editing, Organization, Campaigns, Time Management, Event Management, Branding, Creativity, Community, Campus, Publishing*

Education: Associate or Bachelor degree or equivalent professional experience

Company Description: **Chesapeake Lighthouse Foundation (CLF).** *CLF is one of the most successful, not-for-profit public charter school management companies in the State of Maryland currently operating four highly successful K-12 schools in Anne Arundel & Prince George's Counties. We provide innovative excellence in K-12 education and boast scores well above local and state averages. Our non-profit company operates and serves as a beacon for our public charter STEM / STEAM schools in the great State of Maryland. Founded in 2005, CLF has a non-profit, non-partisan office located in the greater Washington, D.C. Metro area that provides its STEM public charter schools with education support for K-12 students. This support varies from operating new schools as well as providing advanced, extra-curricular, technical, social and college preparatory infrastructure, staff, and community partnerships to ensure the highest of standards are set, met, and exceeded. Our vision is to provide multiple opportunities for youth to prepare for post-secondary education in a variety of fields of study in order to pursue professional careers. We enable all students to achieve their maximum potential by equipping and empowering them with analytical thinking and quantitative reasoning skills. With this vision in mind, we prepare students to become competent, responsible and successful individuals in our globalized and technology-based society through a strong academic program, a school-family-community partnership, and a strong teacher-student relationship. We inspire and challenge kindergarten through twelfth-grade students in a creative and supportive learning environment with an academic program focusing on STEM (Science Technology Engineering Mathematics) areas to educate our students as responsible, innovative citizens.*

Job Description: *The CLF (Chesapeake Lighthouse Foundation) Office of Community Partnerships is seeking a qualified individual to aid in the PR & Student Activities department at the Central Office in Laurel, MD. This is a FT position with salary and benefits. Interested candidates may submit their resume and cover letter to msutherland@clfmd.org. To be considered: potential candidates must be comfortable with public speaking and have some social media management experience. Additionally, skills sought: copy editing, graphic design, event planning, photography & journalism/press releases. Potential candidates must be comfortable working at a C-level business environment, communicating with local, state, and federal politicians & business leaders, K-12 students, parents, teachers, and administrators. Also, you must have access to your own transportation as job may require local travel for community events and public meetings, at times. If you're willing to work in a work environment where every day is different, challenging, rewarding, and requires your brain power...do please apply! Every single day at work, you'll make a positive difference in the communities we serve.*

Salary Range: Depending on candidate's education, experience, & skills offered. \$33-45K annually + benefits & growth potential.

Please send resume and cover letter to: msutherland@clfmd.org

