

Texas Parent Teacher Association (TPTA)
Austin, TX

The largest child advocacy association in Texas, Texas Parent Teacher Association (PTA), located in the heart of downtown Austin, is seeking a Communications Manager. Reporting to the Associate Executive Director, this exempt position will supervise the Digital Media Specialist and Communications Intern. The Communications Manager is responsible for ensuring all internal and external communications of Texas PTA are delivered creatively, content accurate, grammatically correct and protect the association's brand. Other responsibilities include serving as editor-in-chief of *The Voice* and supervising editor of all other Texas PTA publications, volunteer guides, training materials (virtual or printed), working collaboratively with volunteer liaisons.

The ideal candidate will have nonprofit experience and (1) be an exceptional communicator, both in writing and verbally; (2) demonstrate stellar proofing and creative writing ability; (3) know how to effectively build media relationships; (4) have the attention to detail necessary to write press releases without errors and with short deadlines; (5) provide verifiable examples of responsibility for publications and website management; (6) share experiences providing staff support at large events; and (7) demonstrate comfortability leading trainings on communications in front of large audiences.

This position does require some scheduled evening and weekend travel. Texas PTA offers a competitive salary, excellent benefits package, positive work environment, paid time off with a bonus week off between Christmas and New Year's and free parking. Send cover letter with salary requirements and resume to kward@txpta.org.