



Communications Coordinator

Organization Profile:

The Faculty Association of California Community Colleges (FACCC) is a 72-year-old statewide professional membership association, headquartered in Sacramento, just four short blocks from the Capitol. We employ a small, talented team to help develop and implement an ambitious agenda for the faculty and students of the California Community Colleges. Our employees thrive on commitment, hard work, reliability, multitasking, problem-solving, creativity, and collaboration.

Diversity, Equity, and Inclusion Statement:

To ensure the equal educational opportunity of all students and the creation of a just society, FACCC calls for the elimination of racism from all aspects of our society, starting with our state's community colleges. Various diversity, equity, and inclusion initiatives are being nurtured throughout the state's community colleges. [Read the full statement here.](#) FACCC is an Equal Opportunity Employer.

The Position:

The Communications Coordinator will report to the Content Director and assist with various digital and print communications efforts. This is a professional, at-will position requiring independent judgment, a collaborative mindset, and an eye for detail. The position will average approximately 10 hours per week and can be flexible around the coordinator's school schedule. Core responsibilities of the Communications Coordinator include, but are not limited to:

- Assisting in the development of written and visual content for FACCC's website, newsletters, and social media platforms
- Supporting email marketing campaigns and membership communications
- Helping track media coverage and engagement analytics
- Coordinating with staff to highlight FACCC programs, events, and campaigns
- Supporting conference planning and content production

Additional tasks may include supporting FACCC's broader advocacy, political, and professional development work.

Ideal candidates for this position are current community college students or recent community college graduates with experience or a strong interest in communications, journalism, media, public relations, or advocacy. Relevant experience includes:

- Campus-based journalism, public information, or student media
- Social media management or digital storytelling
- Writing, editing, or graphic design
- Nonprofit, union, or association communications
- Community college campus-based organizing and leadership

Candidates must demonstrate initiative, attention to detail, and the ability to work both independently and collaboratively. Strong writing and editing skills are essential. Familiarity with tools such as Canva, MailChimp, video editing software, Adobe, and various social media platforms is a plus.

Compensation:

\$20/hr with the expectation of 10 hours a week.

Duration:

This position is designed to accommodate the coordinator's academic schedule. The initial commitment is through the fall semester, with the opportunity to re-evaluate the position and workload after winter break.

Selection Process:

We will keep the position open until filled. Our selection process includes:

- Resume screening
- Telephone or email conversation seeking basic information on skills
- Zoom meeting serving as a "meet and greet"
- Final interview
- Reference checking
- Final discussion about the terms of employment

GETTING STARTED

Submit the following by email to info@facecc.org:

1. Cover letter summarizing your qualifications and explaining your interest in the position
2. Resume providing academic and work history
3. Writing sample
4. Three references

We will respond only to those applicants who have submitted all requested items.
Communication will be handled electronically.