



Job Title: Marketing and Communications Consultant

Organization: National Association for the Education of Homeless Children and Youth (NAEH CY)

Location: Remote (U.S.-based)

Position Type: Contract Consultant
(Initial Contract period: Date of Hire – December 31, 2025 subject to renewal)

Compensation: \$40 per hour for 25 hours per week

About NAEHCY: The National Association for the Education of Homeless Children and Youth (NAEH CY) is NAEHCY (<https://naehcy.org/>) is the largest national association dedicated to supporting educational equity and excellence for children and youth experiencing homelessness and other vulnerabilities. Through advocacy, partnerships, and professional development, NAEHCY works tirelessly in collaboration with our 2500+ members who are education, government, and nonprofit leaders to ensure every child has equal opportunities to succeed academically and personally.

As we continue to grow and expand our impact and support for members, NAEHCY is seeking a skilled and motivated Marketing and Communications Consultant.

Position Summary: The Marketing and Communications Consultant leads NAEHCY's external communication initiatives, managing publication of the monthly newsletter, overseeing the organization's website and social media channels, and handling vendor relationships related to the annual national conference. The ideal candidate will have excellent written and verbal communication skills, strong marketing expertise, and a proven track record in digital content management.

Key Responsibilities:

Marketing and Communications:

- Manage the creation and publication of NAEHCY's monthly newsletter, ensuring engaging, accurate, and timely content.
- Oversee and update the NAEHCY website regularly, ensuring accuracy, user-friendliness, and alignment with organizational goals.
- Develop, manage, and implement comprehensive social media strategies across platforms (Facebook, LinkedIn, Instagram, etc.) to enhance engagement and visibility.
- Coordinate content creation, curation, and scheduling for all digital channels.
- Serve as NAEHCY's primary point of contact for media inquiries and the development of press releases.

Vendor Management:

- Manage relationships with vendors for the annual national conference, including graphic designers, videographers, photographers, and printers.
- Coordinate timelines, deliverables, and quality assurance processes with external vendors.
- Ensure consistent branding and messaging across all conference materials and communications.

Conference and Event Support:

- Oversee marketing and promotional efforts for the annual NAEHCY Conference (November 1-4, 2025, in Dallas, TX).
- Coordinate onsite communications and media management during the conference.
- Facilitate the creation and distribution of event-related promotional materials and collateral.

Qualifications:

- Bachelor's degree in Marketing, Communications, Journalism, or related field, or equivalent experience.
- Minimum of 3-5 years of relevant experience in marketing and communications, preferably within a nonprofit or educational context.
- Excellent communication, writing, editing, and proofreading skills.
- Proficiency in designing impactful presentations and creating engaging content using software and multimedia platforms such as Microsoft PowerPoint, Adobe Creative Suite (Photoshop, Illustrator, InDesign), Canva, and video editing tools like Final Cut Pro or Adobe Premiere Pro. The candidate must also have proficiency in newsletter and website management tools, including WordPress and Mailchimp, to effectively drive communication with stakeholders.

- Expertise managing the creation and posting of social media content across multiple platforms, including but not limited to Facebook, Instagram, and LinkedIn, while ensuring content aligns with brand messaging and audience engagement strategies.
- Experience managing external vendor relationships and coordinating marketing projects.
- Strong organizational skills and attention to detail.
- Demonstrated ability to work independently in a remote environment.
- Commitment to educational equity and advocacy for vulnerable youth populations.

Working Conditions: This consultant role is fully remote, requiring consistent availability and responsiveness during business hours. Occasional travel is required, particularly for participation in the annual NAEHCY Conference.

Application Process: Interested candidates should submit a resume and cover letter highlighting relevant experience and alignment with NAEHCY's mission to careers@naehcy.org. Applications will be reviewed on a rolling basis until the position is filled.

NAEHCY is an Equal Opportunity Employer and strongly encourages applications from diverse and historically underrepresented candidates.