

# Zeno is seeking a Communications Manager

Zeno is creating a new role of Communications Manager to share the story of our work and the families we serve, furthering **our mission of building young children’s early math skills by equipping families with fun and engaging tools to create the math foundation needed for a future of limitless opportunity. We focus on serving families of color in low-income communities through partnerships with community-based organizations and early learning programs.**



At Zeno, we believe that racial equity is a key component to our culture and ongoing success. To drive a vision of racial equity within Zeno’s team, our programs, and our partnerships the following principles serve as our guide:

## Key Facts about Zeno:

- Founded in 2003
- 11 team members
- Budget ~ \$1.6M
- Over 2,000 kids and their family members served annually

- **People Matter:** We draw on the wisdom, values, voice, identities, experiences, and stories that inform our collective effort.
- **Execution over Perfection:** We try things and iterate and learn and improve as we go.
- **Keep Getting better:** We recognize that personal and professional growth is a lifelong process and Zeno is a place where everyone grows.
- **Expand Possibilities in and out of Zeno:** We seek new experiences, skills, and relationships that will expand career

opportunities both during and after their time at Zeno.

- **Family and Community Centered:** We seek to build programs, services, and partnerships that intentionally examine and account for the role of race, place, culture, and language in all our work.
- **Support Each Other in Meaningful Ways:** We develop the power and skills of others while placing the right emphasis on the things that matter.

## Essential Job Responsibilities:

- **Storytelling and Voice:** Identifies and shares stories across communications channels. Ensures family stories are collected and shared in a respectful and meaningful way, and that all communications reflect the values of the organization. Centers the voices and experiences of families of color.
- **Communications Strategy:** Develops a communications strategy, workplan, and calendar to support fundraising + program goals, builds donor loyalty, and promotes brand recognition among target audiences across multiple platforms.
- **Branding and Reputation:** Serves as Zeno’s brand champion, by ensuring consistent branding and messaging across all communications and teams. Strengthens Zeno’s reputation as a thought leader in the world of early math, family engagement, and racial equity.



- **Inclusion:** Continues to develop the ability to listen, grow, and challenge inequities based on race, economic status, gender identity, immigration status, and other systemic barriers that prevent one's ability to bring their full self to the work.

#### Skills and Qualifications:

- Personal passion for inspiring kids + families to love math
- Experience communicating with, and personally relate to, communities of color, immigrant, low-income, and/or Tribal communities.
- At least 3 years of experience in Communications and Marketing, including experience creating and implementing communications and marketing campaigns
- Excellent written and verbal communication skills
- Flexible, positive outlook with a desire to incorporate feedback to learn and grow
- Proficiency in Microsoft Office products
- Familiarity with Adobe Suite, including Photoshop, Illustrator, and/or InDesign or similar products
- Desired, Bilingual ability, English + one of the following languages: Spanish, Somali, Chinese, Amharic



#### Additional Requirements:

All employees must complete a criminal background and motor vehicle record check and must complete I-9 verification upon hire. In addition to above skills and qualifications, candidates must have:

- A valid driver's license
- Reliable transportation and ability to travel independently to partner sites throughout the state

#### Compensation and Benefits:

Full-time exempt position, office located in Seattle's Central District. Some local travel required along with weekend or evening events. Salary range is between \$50,000 and \$55,000. Benefits include flexible time off, dental, and health insurance.

To learn more about Zeno, visit [www.zenomath.org](http://www.zenomath.org)

To apply, please send your resume to [careers@zenomath.org](mailto:careers@zenomath.org)