

**E3 Alliance - Content Manager  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=257379>

Downloaded On: May. 30, 2025 12:49am

Posted May 27, 2025, set to expire Nov. 29, 2025

**Job Title** E3 Alliance - Content Manager  
**Department** Staff  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** May 27, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**E3 Alliance - Content Manager**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Job Posting Title:**

E3 Alliance - Content Manager

### **Job Description Summary:**

E3 Alliance seeks a strategic and skilled Content Manager to lead how we effectively communicate research findings, policy recommendations, case studies, and related education stories to a wide variety of audiences.

This role requires the ability to translate complex research, often involving technical jargon, into clear, concise, and engaging content that resonates with diverse audiences.

The Content Manager will be responsible for creating high-quality written materials across various platforms, ensuring we communicate effectively and drive impact.

### **Job Description:**

### **About E3 Alliance:**

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E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

**Our Core Values:** Collaboration | Data-driven | Equity | Learning | Relentless

E3 Alliance is an equal opportunity employer and has a Best Place for Working Parents 2025 designation for the 5th year in a row.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility of working remotely or coming into an office, with some in-person meetings required. All staff must live in the greater Austin area.

### Job Overview

E3 Alliance seeks a strategic and skilled Content Manager to lead how we effectively communicate research findings, policy recommendations, case studies, and related education stories to a wide variety of audiences.

This role requires the ability to translate complex research, often involving technical jargon, into clear, concise, and engaging content that resonates with diverse audiences.

The Content Manager will be responsible for creating high-quality written materials across various platforms, ensuring we communicate effectively and drive impact.

### Duties & Responsibilities

#### Strategic Content Development

- Lead written content for the Communications team that aligns to the Strategic Communications Plan.
- Lead storytelling & narrative to communicate the E3 Alliance mission in an engaging, human-

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centered way that drives action.

- Develop and maintain the E3 Alliance Content Style guide, including a Plain Language policy.
- Maintain the Inclusive Language Guide.

### **Writing and Editing**

- Work closely with other E3 Alliance teams to write, edit, and publish data reports, white papers, research papers, case studies, slide decks, op eds, websites, newsletters, speeches and talking points, video scripts, and social media content.
- Ensure E3 Alliance data and proposed strategies are well communicated, concise, easily understandable, and (when appropriate) actionable.
- Lead content narrative and summaries for all data on [data.e3alliance.org](http://data.e3alliance.org) in collaboration with the Research team.

### **Content Analysis**

- Develop and/or work with personas to write the best messages for specific audiences and in specific mediums.
- Work with Research to assist in qualitative research, such as message testing and focus groups.
- Analyze content across email newsletters, social media, press, websites, print, and other online materials to determine success, and identify areas for improvement.

### **Manage Newsletters**

- Manage email newsletter creation and email lists through Constant Contact.
- Analyze newsletter data to ensure our campaigns are high impact, actionable, and useful.

### **Manage Contractors**

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- Manage writers, editors, and other content contractors and consultants, as needed.
- Manage fellows and/or interns, as needed.

### Qualifications

#### Education

Postsecondary degree or advanced certificate in English, journalism, communications, marketing, or related field. In lieu of degree, four years of additional work experience is acceptable.

#### Experience

- 3-5 years of experience in content creation, writing, editing, marketing, and/or communications field.
- Experience working in education, research, or other technical profession preferred.

#### Required Specific Skills

- Exceptional writing, editing, proofreading, and grammatical skills, with a strong attention to detail and accuracy.
- Experience writing with inclusive, people-first, and accessible language.
- Strong research and interviewing skills, with the ability to understand and synthesize complex information.
- Demonstrated experience translating complex information into clear and engaging content for diverse audiences.
- Ability to give and receive constructive feedback in a professional manner.
- Knowledge of best practices when writing for different mediums, including social media, newsletters, print, and website content.
- Experience working with brand and/or content style guidelines.

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- Excellent organizational and time management skills.
- Ability to work independently and collaboratively within a team environment.
- Strong verbal communication skills.
- Highly organized with strong project management skills.
- Excellent interpersonal skills.
- Experience managing contractors, junior writers or editors.
- Experience with Microsoft Office suite (Microsoft Word, Excel, and PowerPoint) and Google Drive (Docs, Sheets).

### **Preferred Skills**

- Bilingual in English and Spanish, a plus.
- Experience working with Canva, Hootsuite, Constant Contact, and web content management systems (CMS), preferably WordPress, a plus.
- Experience writing content for or about Texas education, workforce, or government, plus.
- Experience developing and maintaining brand voice and style guidelines, a plus.

### **Compensation and Benefits**

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

### **Salary Range: \$75,000-\$82,000**

- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other

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standard ACC benefits

- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

**To be considered for this position applicants must complete both of the following steps:**

- [Submit an ACC application](#), includes uploading your resume
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)

### **Number of Openings:**

1

### **Job Posting Close Date:**

June 6, 2025

### **Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

### **Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

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**To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/E3-Alliance---Content-Manager\\_R-7739](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/E3-Alliance---Content-Manager_R-7739)**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Staff

Austin Community College

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