



Communications & Operations Coordinator

Full-Time (40 hours/week) | Remote (Arkansas)

Excel by Eight is a nonprofit network focused on increasing health and education outcomes for Arkansas children from before birth to age 8. We are committed to strengthening resource grids statewide by building local models for change, identifying and resolving policy barriers, and building public will around the importance of the earliest years of a child's life.

Position Summary

E8 is seeking a Communications & Operations Coordinator to serve as the operational backbone of the organization, ensuring smooth administrative, financial, and organizational processes in a fully remote environment. The ideal candidate is highly organized, mission-driven, tech-savvy, and comfortable working independently in a remote setting.

Key Responsibilities

Organizational Operations

- Manage and improve administrative systems, policies, and procedures to support efficient remote operations.
- Coordinate organizational calendars, meetings, and virtual events.
- Maintain organizational records, contracts, and digital filing systems.
- Ensure operational compliance with nonprofit policies and regulatory requirements.

Staff and Leadership Support

- Provide administrative support to the Executive Director and leadership team.
- Coordinate onboarding and offboarding processes for employees and contractors.
- Coordinate employee benefits.
- Facilitate internal communications.
- Schedule and plan logistics for internal and external meetings, training, webinars, and conferences.
- Order and maintain office supplies and equipment.
- Support grant administration and reporting.

Technology and Systems Management

- Administer and maintain productivity tools, collaboration platforms, and organizational software.
- Coordinate technology support and equipment distribution for remote staff.
- Ensure data security practices and access permissions are maintained appropriately.
- Identify opportunities to improve operational efficiency through technology and automation.

Communications

- Coordinate the production, distribution, and reporting of email campaigns.
- Assist with website updates and content management.
- Support the development of stories for the newsletter and other communications materials.
- Create graphics and visual content for digital platforms using Canva or similar tools.
- Coordinate with external graphic designers on larger creative deliverables.

- Support video and audio production for social media and storytelling content.

Qualifications

- Associate's or Bachelor's degree in business administration, nonprofit management, communications, public relations, or related field preferred.
- Minimum of two years experience in communications or administrative/operational support.
- Proficiency with collaboration, communication, and project management tools (e.g., Asana, Canva, Constant Contact, Docusign, Google Workspace, Salesforce, Slack, Wordpress, Zoom, or similar platforms)

Preferred Skills

- Strong organizational and project management abilities.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and deadlines independently.
- High attention to detail and commitment to accuracy.
- Strong interpersonal skills and a collaborative approach.
- Ability to maintain confidentiality and handle sensitive information.
- Demonstrated commitment to the organization's mission and values.
- Basic editing skills in photography and videography.

Working Conditions

- Fully remote work environment.
- Frequent virtual meetings using video conferencing and collaboration platforms.
- Periodic travel for team meetings or organizational events.

Equal Opportunity Statement

Excel by Eight is committed to creating an inclusive workplace and encourages candidates from diverse backgrounds, experiences, and perspectives to apply. We are an equal opportunity employer and do not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status under applicable law.

Compensation

\$40,000 - \$50,000 annually. Benefits include health insurance, dental, 401K, flexible spending accounts, vacation, sick leave, and parental leave.