

## Communications Manager

The **Communications Manager** works with NIET leadership, and a digital content manager, to increase the visibility and reach of NIET and strengthen partnership development. The Communications Manager will lead the execution of communications, be the contact for media and press, collaborate and execute on NIET's marketing strategy.

Applicants must have strong written and verbal communications skills, with an ability to communicate NIET's story and success in an effective and straightforward manner. Applicants should enjoy working on a team but be independently motivated to plan and produce content. As a member of a collaborative and nimble team, they will be responsible for drafting and producing materials as well as handling everyday communications tasks.

### **Job responsibilities include, but are not limited to:**

- Develop content for NIET communications, including NIET's blogs, website, marketing materials such as flyers, key announcements and awards, and other external communications
- Generate ideas, strategies, and content to reach NIET's target audiences and highlight NIET's work and results
- Draft and finalize content for NIET leadership and team members as well as from the organization overall
- Provide event and communications support for NIET's national conferences
- Follow NIET's style and branding and regularly provide opportunities for NIET staff to grow in their communications abilities
- Connect with communications leads at NIET partnerships to share their stories, including interviewing leadership and educators as necessary
- Provide communications support for NIET initiatives including the rollout of a book, policy and research papers, and panel discussions.

### **Strong applicants will be able to show:**

- Excellent and compelling verbal and written communication skills, with a particular ability to convey a message in a succinct way
- At least 4 years of communications or marketing experience
- Knowledge and interest in education issues
- Proficient with Microsoft Office suite; familiarity with Canva and Adobe Creative Cloud
- Ability to effectively and professionally interact with a wide range of people, including media and national education leaders as well as external partners
- Excellent collaboration and teamwork skills
- Project management skills, including goal setting, time management, follow-up, and prioritization

**Location of the Position:** Scottsdale, Arizona

**To Apply:**

Please submit a resume/CV and cover letter to [jobs@niet.org](mailto:jobs@niet.org). Please also provide a sample of your writing and design abilities.

*No phone inquiries please.*