

Digital Content Manager

The **Digital Content Manager** works closely with NIET leadership and the communications manager to increase the visibility and reach of NIET and support internal communications efforts. This position manages the NIET website, email newsletters, social media platforms, and develops graphics and visuals.

Applicants must have strong digital communications skills, with an ability to communicate NIET's story and success. They must have digital media skills, particularly with graphics and video, to design and edit visual materials. Applicants should enjoy working on a team but be independently motivated to plan and produce content. As a member of a collaborative small team, they will be responsible for planning and producing digital content as well as handling everyday tasks.

Job responsibilities include, but are not limited to:

- Develop digital content for NIET communications, including blogs, features, press releases, and other articles, and designing flyers and marketing materials
- Manage the website and social media accounts
- Support the development of internal communications for NIET staff including a staff newsletter
- Generate ideas, strategies, and content to reach NIET's target audiences and highlight NIET's work and results
- Produce high-quality content for social media
- Produce high-quality graphics for social media using Canva or other design software
- 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
- Support special projects such as reports and policy papers through editing and design

Strong applicants will be able to show:

- Excellent and compelling digital communication skills, with a particular ability to convey a message using graphics and visuals
- 2+ years of communications or marketing experience
- Knowledge and interest in education issues
- Proficient with Microsoft Office suite and design tools Canva and Adobe Creative Cloud, including Premiere Pro, Photoshop, and InDesign
- Ability to effectively and professionally interact with a wide range of people, including internal staff members and external partners
- Excellent collaboration and teamwork skills

Location of the Position: Scottsdale Arizona preferred; remote work possible

To Apply:

Please submit a resume/CV and cover letter to jobs@niet.org. Please also provide a sample of your writing and design abilities.

No phone inquiries please.