

Communications Manager

The **Communications Manager** works with Digital Content Manager and the Senior Vice President of Policy, as well as the larger NIET team, to increase the visibility and reach of NIET. This position leads the planning of major communications moments, is the lead contact for media and press, and creates messaging to support the development of graphics and visuals, including flyers and materials needed for partnership development.

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. They must have basic digital media skills, particularly with graphics and video. Additionally, they should have experience leading rollouts and understand the planning and development that needs to occur. Applicants should enjoy working on a team but be independently motivated to plan and produce content. This position directs communications activity and is also responsible for drafting and producing many of those materials and handling everyday tasks.

Job responsibilities include, but are not limited to:

- Plan and oversee the development of content for NIET communications, including NIET's blog, website, resources, partnership development outreach, key announcements and awards, and other external communications
- Produce high-quality written and digital content, including writing blogs, features, press releases, articles, marketing materials; drafting and finalizing content for NIET leadership and team members as well as from the organization overall
- Direct the planning and production of open resources from NIET team members, including blogs, templates, and materials that can help educators and strengthen partnership development
- Produce high-quality content for social media in coordination with the Digital Content Manager and coordinate social media outreach with other NIET communications
- 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 partner district to share their stories, including interviewing leadership and educators
- Perform everyday tasks in coordination with the Digital Content Manager, including updating the website and posting on social media
- Plan and support other NIET outreach and communications, including an upcoming book, and policy and research papers, as well as marketing initiatives

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
- 5+ years of communications or marketing experience
- Knowledge and interest in education issues, particularly related to teacher policies and practices

- Proficient with Microsoft Office suite; familiarity with Adobe Creative Cloud, including Premiere Pro and InDesign, and Canva
- Ability to effectively and professionally interact with a wide range of people, including media and national education leaders as well as NIET 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. Please also provide a sample of your writing and design abilities.

No phone inquiries please.