NIET | NATIONAL INSTITUTE FOR EXCELLENCE IN TEACHING

NIET Staff Writer

Location: Remote, AZ

NIET is seeking a staff writer to support the organization's visibility through written content. The Staff Writer works with the Digital Content Manager, the Assistant Director of Communications, and the Senior Vice President of Policy and Communications to increase the visibility and reach of NIET. This position is focused on telling the story of our work and our impact with partner school districts.

Applicants must have strong written and verbal communication skills, with an ability to communicate NIET's story and success in an effective and straightforward manner. As a key part of our communications team, they must have basic digital media skills. Additionally, they should have experience with communications campaigns 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.

Duties include, but are not limited to:

- Plan 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, and articles
- Work with the Digital Content Manager to support social media messaging
- 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 districts to share their stories, including interviewing leadership and educators
- Perform everyday tasks in coordination with the team, including updating the website and creating newsletters
- Plan and support other NIET outreach and communications, including an upcoming book, policy and research papers, as well as marketing initiatives

Minimum Qualifications:

- Must reside within 25 miles of Phoenix Valley, AZ
- Excellent verbal and written communication skills, with the ability to convey a message in a succinct way
- 2+ years of communications experience; journalism experience preferred
- Knowledge and interest in education issues, particularly related to teachers
- Proficient with Google Workspace and Microsoft Office tools; familiarity with Adobe Creative Cloud
- 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
- Ability to travel
- Exhibit NIET's core values

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For Information:

For interest in positions at the National Institute for Excellence in Teaching, please review our website at www.niet.org for current job vacancies.

To Apply:

Please follow the link to submit your application.

No phone inquiries please.