

### Digital Communications Coordinator

NIET is seeking a **Digital Communications Coordinator**. NIET is a national nonprofit that is looking to expand its outreach and leadership given its decades of success in improving student outcomes. The **Digital Communications Coordinator** would oversee a number of internal and external communications projects and work as part of a larger communications team to support NIET's organization-wide messaging, share the stories of NIET's partner schools, highlight results and research, and provide recommendations and thought leadership in the education community. The **Digital Communications Coordinator** will report to the chief of staff and executive director for strategic communications and must be based in Nashville, Tennessee.

#### Qualifications:

- Bachelor's degree
- At least 2 years working in communications or public relations, preferably in education
- Experience with social media
- Strongly preferred experience with graphic design, photography, and/or video
- Excellent and efficient writer; strong communicator who is able to work well with others
- Able to edit carefully and efficiently, with close attention to detail
- Self-motivated, with a strong work ethic and ability to balance multiple priorities and projects
- Willingness to learn about NIET's work and travel occasionally
- Exhibit NIET's core values: excellence, teamwork, student-outcomes focused, and enthusiasm, with a focus on equity and serving all students

#### Job responsibilities:

- In collaboration with the communications team, develop and execute an effective digital media strategy across NIET's platforms, including creating and sharing regular content for @NIETteach and other NIET team members
- Develop graphics to help NIET share its story digitally and design other products (e.g., one-pagers) as needed
- Plan out and execute social media campaigns around specific aspects of NIET's work, including both written and designed content
- Draft and distribute newsletters and other email updates, with a regular plan, process and schedule
- Draft and edit blog posts, articles and other communications for the Chief Executive Officer and other NIET team members
- Edit presentations, proposals, applications, trainings and other large-scale communications that are created by NIET staff to ensure consistent style and professionalism as well as accuracy
- Work as a thought partner with the chief of staff and executive director of communications as well as the director of communications to strategize on ideas and projects that will maximize NIET's reach
- Proactively identify opportunities for NIET to share its work or contribute to a broader education conversation
- Coordinate with NIET staff to learn from their stories and identify educators and/or schools NIET's communications can highlight, and offer NIET staff communications support as needed



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- Support other projects as requested, including but not limited to: develop fact sheets, one-pagers, or other materials for NIET to share about our work with partners; post content to and regularly update NIET's website; help with media outreach; support conferences and meetings.

**To Apply:**

Please submit resumes to [jobs@niet.org](mailto:jobs@niet.org).

No phone inquiries, please.