

Communications Coordinator

Location of the position: Scottsdale, AZ

Reports to: Director of Communications

NIET is seeking a communications coordinator to provide strategic leadership, coordination, and direct support for all communications needs of the organization. The Communications Coordinator will work closely with the Director of Communications, playing a critical role in amplifying NIET's mission, goals, and impact through strategic messaging, storytelling, and brand management. The ideal candidate is a creative and results-oriented communications professional with progressive experience in nonprofit or education sectors.

Position Responsibilities:

- Develop and execute strategic communications plans to elevate visibility at all levels, supporting the creation of high-quality content, cultivating media relationships, and crafting messaging to position NIET as a leader in K-12 and higher education.
- Implement strategies to keep staff informed and aligned, enhancing internal communication tools, supporting the facilitation of team operations, systems, and procedures to maximize efficiency.
- Ensure brand consistency across all channels, overseeing design, editing, and production of digital and print materials, and transforming complex information into compelling narratives for diverse audiences.
- Analyze metrics to optimize engagement and explore innovative tools to enhance digital outreach.
- Contribute to developing and executing NIET's overall communications strategy.

Desired Qualifications:

- Bachelor's degree in communications, journalism, public relations, marketing, or a related field. Master's degree preferred.
- Minimum of 7 years of experience in communications, public relations, or related roles, preferably in a nonprofit or education setting.
- Exceptional writing, editing, and storytelling skills, with a strong knowledge of digital communications, including social media management, website content management systems and analytics tools.
- Demonstrated ability to manage multiple projects and meet deadlines in a fast-paced environment.
- Track record of making strong connections across internal teams and identifying necessary process improvements followed by determining and implementing organization-wide solutions.
- Strong communicator and listener with a demonstrated ability to build trust and strong relationships with both internal and external stakeholders and a deep commitment to equity and education.
- Exhibit NIET's core values.

To Apply:

Please follow the link to submit your [application](#).
No phone inquiries please.