

**Staff Writer**

The **Staff Writer** 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 is focused on telling the story of our work, and our impact with partner school districts. The Staff Writer coordinates with the Digital Content Manager to create messaging for NIET's communications channels, including website, 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. 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.

**Job responsibilities 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, articles, marketing materials;
- Support the planning and production of open resources from NIET team members, including templates, and materials that can help educators and strengthen partnership development
- Work with the Digital Content Manager to coordinate social media messaging 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
- 3 years of communications experience; journalism experience preferred
- 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](mailto:jobs@niet.org). Please also provide a sample of your writing and design abilities.

*No phone inquiries please.*