

Position Description – Communications and Editorial Associate

The Afterschool Alliance is a nonprofit working to ensure that all children have access to high-quality and affordable afterschool programs, which keep kids safe, inspire them to learn and help working families. The Communications and Editorial Associate helps execute communications initiatives aimed at advancing the Afterschool Alliance's mission, which includes managing the organization's *Afterschool Snack* blog, providing strategy support for hallmark events like *Lights On Afterschool*, and guiding grassroots advocacy efforts and the ongoing development and dissemination of resources that support the afterschool field. This position provides an excellent opportunity for an early-career communications professional to gain significant experience with nonprofit communications in a fast-paced team environment. By helping create polished final products for publication across a variety of platforms, the Communications and Editorial Associate will develop the direction and effectiveness of the nation's leading voice for afterschool programs. (S)he will work closely with the communications team in our Washington, DC office, as well as assisting with the communications-related activities of the policy, research, STEM and development teams.

Responsibilities & Tasks

- Edit and manage the Afterschool Alliance blog, the *Afterschool Snack*, including writing original content, soliciting content from experts within the organization, and maintaining a content calendar and pipeline
- Draft and edit social media posts, blogs, presentations, blast emails, website copy and other materials, including multimedia content
- Serve as proofreader for all of the Afterschool Alliance's written publications
- Develop content, themes and outreach strategies for public awareness campaigns and advocacy efforts, including *Lights On Afterschool*
- Ensure contact database is kept up-to-date and keep track of the Afterschool Alliance's audience
- Help expand and engage grassroots network of afterschool supporters
- Assist in segmenting contacts as needed for various communications efforts
- Improve and maintain database of afterschool programs using Salesforce
- Use analytics for continuous improvement of communications
- Develop and maintain a library of afterschool profiles, successes and news clips that help demonstrate the value of afterschool programs
- Help ensure that communications are consistent in design and tone, and follow the organizational style guide
- Track communications partnership commitments
- Assist with the maintenance of our ongoing communications calendar of upcoming content
- Support the team with webinar presentations and email blasts, esp. around quality control
- Perform other support duties as requested
- Assist with the production and updating of organizational materials, including background materials and collateral to leave with funders
- Assist in drafting proposals and funder reports
- Work with relevant teams to keep website content fresh, and help with web design projects as needed
- Assist with organizing and executing events
- Assist project management using Basecamp, Trello, or other tools

Knowledge, Skills & Abilities

- Familiarity with communications
- Experience with education-related causes / demonstrated support for mission preferred, but not required
- Excellent writing and editing skills
- Graphic design abilities / experience a plus
- Technology savviness, fluent using social media, blogs, website administrator tools, database and email systems
- Highly organized, accurate and responsible
- Demonstrated ability to work well independently and as part of a team
- Ability to multitask, identify priorities and meet deadlines

Minimum Qualifications

- Bachelor's degree required
- 1-2 years experience in a communications role
- Strong passion and commitment to the out-of-school learning space and youth development
- Excellent writing abilities

Compensation and terms

Commensurate with experience. This position is supported with health insurance partly funded by employer, and applicable self-funded employee benefits. Organization provides paid holidays as listed in the employee handbook.

How to Apply

To apply send your resume, a cover letter describing your interest and qualifications for this fellowship to info@AfterschoolAlliance.org