



Communications Coordinator

School-to-School International (STS) is a nonprofit organization based in Pacifica, California, committed to improving the lives and learning of children worldwide through thoughtful research, practice, and partnerships. For two decades, we have partnered with individuals, government ministries, NGOs, private foundations, and research institutions to improve the quality of children's learning through research-based, integrated support solutions. We have worked in more than 40 countries across the globe, aiding in research and evaluation, curriculum and training, and policy and planning.

Role: The Communications Coordinator provides a wide range of support to external communications efforts that elevate and advance STS's mission. With the Sr. Editor and Comms Strategist, this hands-on position will help implement STS's external communications strategy, manage digital platforms, support brand adherence, and work with teams across the organization to further professionalize reports, presentations, and other deliverables.

Responsibilities:

Communications

- Help implement and track STS's external communications plan, working with the Sr. Editor to develop long-term strategies and yearly calendars.
- Collaborate with staff to generate external communications material (marketing collateral, blog posts, emails, social media content) that promotes STS's projects and initiatives, including the Whole Child Model.
- Provide formatting, design, and editing to Word documents and PowerPoint presentations following an existing set of preferences, styles, and design templates.
- Maintain STS's website and related project sites by frequently updating content.
- Liaise with staff to produce engaging print and digital products to showcase their work in creative ways.
- Provide communications training and support to STS staff as necessary.
- Other duties as assigned by supervisor.

Fundraising

- Support the design and rollout of fundraising campaigns, including the year-end pleas.
- Monitor donations, support fundraising tracking and analytics, and contribute to donor stewardship efforts.
- Support prospect identification and outreach, including to individuals and foundations.

Board Management

- Provide administrative support to STS's Board of Directors, including document retention and meeting logistics.

Qualifications:

- Bachelor's degree or a minimum of three years of relevant work experience
- Organized and innovative, meticulous attention to detail, quick learner
- Ability to prioritize multiple responsibilities and meet deadlines
- Excellent written and verbal communication skills; must be able to write content for external communications with minimal supervision
- Strong interpersonal skills and an ability to work collaboratively with others
- Strong computer skills and experience, including full proficiency with Microsoft Office (required), experience working with WordPress, MailChimp, or another HTML-based platform (required), and familiarity with Adobe Creative Suite (preferred)
- Experience with international development or early-grade education (preferred)
- U.S. work authorization required; STS is not able to sponsor employment visas
- STS requires the holder of this position be fully vaccinated against COVID-19

Location: All employees of School-to-School International are required to have a work location that aligns with one of STS's current hubs: Washington D.C. Metropolitan Area, San Francisco Bay Area, Research Triangle in N.C., or the Philadelphia Metropolitan area. Special consideration will be given to candidates located in the Research Triangle.

Salary: \$50,000-\$60,000 per year

Please submit a resume/CV and cover letter describing your interest and qualifications to communications@sts-international.org with the subject line "Communications Coordinator." Applications will be reviewed on a rolling basis.

School-to-School International is an equal employment opportunities (EEO) employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by applicable law.