



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 the communications efforts that elevate and advance STS's mission. With the Sr. Editor and Communications Strategist, this hands-on position will help implement STS's external communications strategy; support internal communications best practices; manage digital platforms and support brand adherence; and work with teams across the organization to edit, design, and further professionalize technical reports, presentations, and project deliverables. *STS seeks to hire two individuals for this role.*

Responsibilities

External 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, newsletters, social media content) that creatively promotes STS's projects and initiatives, including the Whole Child Model.
- Work with technical staff on developing and producing technical reports, case studies, and multimedia products from inception to distribution.
- Edit, format, and design Word documents and PowerPoint presentations for flow, content, and technical accuracy following an existing set of preferences and templates.
- Help maintain STS's website and related project sites by frequently updating content.

Internal Communications

- Provide support to STS's operational communications, including scheduling staff meetings and maintaining minutes, managing logistics for organizational summits, and coordinating staff morale initiatives.
- Assist in the onboarding of new staff and the offboarding of departing staff.
- Collaborate across departments to contribute to operational efficiencies by maintaining staff contact lists, email groups, and various operational spreadsheets.
- Provide communications training and support to STS staff as necessary.

Fundraising and Board Management

- Support the design and rollout of fundraising campaigns, including the year-end pleas.
- Support prospect identification and outreach to individuals and foundations.
- Monitor donations, support fundraising analytics, and contribute to donor stewardship.
- Provide administrative support to STS's Board of Directors, including document retention and meeting logistics.

Other duties as assigned by supervisor.

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
- Strong interpersonal skills and an ability to work collaboratively with others
- Excellent written and verbal communication skills; ability to write content with minimal supervision (required) and previous editing experience (preferred)
- 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 working with professional manuals of style, such as the Chicago Manual of Style or APA Style Guide (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 to be fully vaccinated against COVID-19

Location: All employees of School-to-School International must work from 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.