**Position:** Communications Manager  
**Posting Date:** November 11, 2019  
**Start Date:** January 2, 2019  
**Status:** Full Time  
**Compensation:** $60,000-$65,000  
**Benefits:** Flexible schedule, generous vacation time, and 100% individual coverage of a platinum-level health care plan.

**About This Organization**
One World Education improves the teaching and learning of writing for middle, high school, and adult learners. One World partners with public school districts, charter school networks, individual schools, alternative learning centers, adult learning centers, and summer learning programs. The organization leads a proven program that starts by having students write about social justice issues of personal interest. Engagement soars because students are writing about issues relevant to their own lives. Over the past 12 years, One World has grown into the largest writing program in Washington, DC.

The Communications Manager will:

**Communication Leadership**
- Track the organization’s audiences, messages, and communications  
- Manage a collection of compelling stories, photos, and videos  
- Maintain an updated communications pipeline, case statement, and message box  
- Write blogs to spotlight One World’s work in the field, key findings, and trends  
- Work with bloggers to place One World stories  
- Co-lead management of the website, newsletters, campaigns, and event communications  
- Create/manage creation of publications such as annual reports and impact reports  
- Graphic design support using Photoshop, Canva, and other systems as needed  
- Update web pages (familiarity with Drupal and/or WordPress a plus)  
- Proactively prepare story packets around likely news topics

**Social Media**
- Identify key social media audiences and messages  
- Lead daily social media activity  
- Build the audience for social media channels including Twitter, Facebook, and Instagram  
- Track performance of social media activities  
- Produce monthly social media updates on organization’s communications

**Program Support**
- Contribute to the management of Student Research Portal and Student Writing Library  
- Contribute to partner research and conference management
• Contribute to marketing to potential partners
• Photograph events where necessary

Qualifications
• Bachelor’s degree required; advanced degree preferred
• Minimum three years of experience with communication strategies
• Experience with Photoshop and Canva a plus
• Experience with WordPress, Drupal a plus
• Experience with social media strategies and management of communication systems
• Excellent interpersonal, verbal, written, analytical, and organizational skills
• Strong attention to detail

Note to Applicants
One World welcomes applicants from diverse backgrounds. We offer equal opportunity in employment for all qualified persons and prohibit discrimination in employment on the basis of race, color, religion, creed, sex (including sexual orientation and gender identity), national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

How to Apply
Please send a cover letter addressed to the organization’s Director of Communications and Development, Dave McGloin, along with your resume, to jobs@oneworldeducation.org.