Part Time Communications Associate

Girl Rising is hiring a part-time Communications Associate. We are currently a fully remote team, with headquarters in the U.S. and people working across 8 countries.

**Location:** Remote-global (must be able to overlap with US Pacific Standard Time at least 4 hours on at least three days per week).

**How to Apply:** Please send a cover letter, resume, and two work samples (ideally social media pieces that you have created) addressed to jobs@girlrising.org. The cover letter should be no longer than 400 words, and include mention of how you learned about the position. **Please submit all of these materials as a single PDF by September 29th.** All submitted material should have your first name, last name and the position title in the name of the document (e.g. Jane Smith Communications Associate Resume) The subject line of the email should say “Application for Communications Associate”.

We believe that systemic biases and issues disproportionately hurt the most marginalized people in society — including but not limited to people of color, women, individuals with disabilities, and LGBTQI+ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

Due to the volume of the applications we receive, only shortlisted applicants will be contacted.

**Position Description**
The Communications Associate will report to the Senior Communications Manager and assist in the execution of day-to-day social media and communication activities. The Communications Associate will organize and streamline social media management platforms, maintain documentation and records of social media and website analytics, support with communication campaigns and daily content creation.

**Responsibilities**

- Collaborate with the Senior Communications Manager on building the social media content calendar and oversee the scheduling of posts across all platforms, including Facebook, Instagram, Twitter, Threads, and TikTok, using publishing dashboards (Sprout Social).
- Execute and manage social media ads to enhance the visibility of Girl Rising's brand and mission.
- Collaborate with the Communications Team to analyze analytics for performance evaluation.
- Monitor and promptly respond to comments and direct messages on various platforms and immediately notify Senior Communications Manager of any adverse or concerning comments or direct messages.
- Assist the Communications Team in refining our social media community management strategies and processes.
- Stay updated on social trends, platform dynamics, campaigns, and content to maintain a comprehensive understanding of the social landscape.
- Work alongside the Senior Communications Manager to create and edit TikTok videos.
- Maintain and manage Girl Rising's photo and video repository, consistently uploading and tagging incoming images in Adobe Lightroom.

**Qualifications**


● Proficiency in LinkedIn, Facebook, TikTok, and other pertinent social media platforms.
● Strong written and verbal communication skills.
● Capability to generate compelling content that effectively resonates with the target audience.
● Demonstrated organizational prowess and adeptness in project management.
● Familiarity with social media analytics tools.
● Understanding of social media advertising and experience with paid promotions.
● Enthusiasm for engaging with individuals and online communities.
● While experience in gender equity, nonprofit, and International Development sectors is advantageous, it is not obligatory.
● Acquaintance with social media best practices and commitment to staying informed about industry trends.
● Ability to work independently on projects or as part of a collaborative team, adeptly juggling multiple tasks while achieving results.
● Keen attention to detail, organizational acumen, creativity, and a strong team player.
● 1-2 years of relevant experience in social media.

**Contract & Compensation**

**Salary:** Since this is a remote position, the salary will be commensurate with the candidate’s location and work experience.

**Hours of work:** This is a part-time position (15-20 hours per week), and may have a varying workload. Probation period included.

Candidate’s working hours must overlap with US Pacific Time Zone by at least 4 hours, three days per week. Candidate will closely collaborate with team members in Eastern Standard Time, Central Standard Time and Pacific Standard Time. Position includes generous vacation and holidays. We are a dynamic and friendly team dedicated to making the world a better place.

Girl Rising is committed to a culture of equity, inclusion and anti-racism. Girl Rising provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

We are committed to building an organization that is increasingly representative of the communities that we serve. To this end, due regard will be paid to recruiting candidates with diverse professional, academic and cultural backgrounds.

**Girl Rising Background and Mission**

Girl Rising is a US based non-profit whose mission is to use the power of storytelling to change the way the world values girls and their education. Girl Rising began in 2009 as a social action campaign with a film at its center, profiling nine girls around the world, each defying the odds and confronting barriers to education. We have evolved into a global non-profit that collaborates closely with local organizations, providing educational resources, teacher training, and financial assistance to advance our partners’ adolescent girls’ education and gender equity work.

The three main pillars of our work are:

● WE CREATE films, media content and educational resources that highlight the value of educating girls.
WE COLLABORATE with organizations around the world to support locally led change and accelerate access to quality education and greater opportunities for girls.

WE ACTIVATE change by inspiring individuals, from parents to presidents, to take action for girls’ education and rights.

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