Communications Associate Position

Job Title: Communications Associate  
Location: Remote and Headquarters: New York, New York  
Time required: up to 20 hours per week  
Term: 6 month contract, with option to extend  
Posting Date: June 23, 2021

CSforALL:  
CSforALL is the national hub of the Computer Science for All Movement with a mission to make high-quality computer science an integral part of K-12 education in the United States. Our three pillar approach; Support Local Change, Increase Rigor and Equity, and Grow the Movement, directs our work across a national and local spectrum to provide equitable and accessible K-12 computer science education for every student. We engage with diverse stakeholders leading computer science initiatives across the nation to support and facilitate implementation of rigorous, inclusive and sustainable computer science. For more information: www.csforall.org  
Twitter: @CSforALL

Position Description:  
CSforALL (Computer Science for ALL) is looking for a stellar Communication Associate to support and collaborate with our Communication Manager and CSforALL team. This position would require creative, effective, and consistent communication that is aligned with the CSforALL's strategy, initiatives, and stakeholders across the nation.

Essential Duties and Responsibilities:  
- Develop written materials, including briefing documents, social content (Twitter, Facebook, Instagram, LinkedIn) messaging, statements, website content, communications plans, press releases, blog posts (Medium), FAQs and other collateral.  
- Design social media graphics using Canva, Adobe InDesign and/or Illustrator.  
- Organize and facilitate contributions for monthly newsletter using Mailchimp.  
- Support logistics, content development, promotion of organizational events - guest speakers, webinars, Summit, cultural events, etc. - may occasionally fall outside of typical business hours (in-person and/or virtual).  
- Proactively provide input and coordination in the areas of media relations, website and branding  
- Update CSforALL's website content (Forestry), as needed

Qualifications:  
- BA/BS degree in communications, public relations and/or marketing and/or equivalent practical experience.  
- 2+ years of experience in Communications, Marketing, and/or Public Relations  
- Experience with Buffer, Hootsuite, Canva, Mailchimp, Google Docs, Zoom, Livestream
and social media platforms
- Excellent writing and interpersonal skills
- Excellent, detail-oriented operational and project management skills
- Experience working with senior leadership
- Ability to work flexible hours on occasion.
- Flexible and creative; able to handle changing priorities
- Proactive planner and responsive to urgent requests
- Team player

To Apply: Send the following to recruiting@csforall.org:
- Subject line: CSforALL Communication Associate: [YOUR NAME]
- Attachments: cover letter, resume / CV and media portfolio and/or creative writing sample

*CSforALL is proud to be an equal opportunity workplace. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity/expression, age, status as a protected veteran, status as an individual with a disability, or any other applicable legally protected characteristics.*