

Associate Director, Communications

Start Date: Immediate
Team: Strategic Communications & Design
Location: New Haven, CT or Brooklyn, NY

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 37 public charter schools in Brooklyn, Connecticut, and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently serves more than 15,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary:

The Associate Director of Communications is responsible for supporting external communications, internal communications, social media, and media relations on a small, dynamic team. This role reports directly to the team lead and is an ideal position for a creative problem-solver with strong experience in communications or journalism.

Responsibilities of the Associate Director, Communications include, but are not limited to:

- Write copy for various external audiences, including prospective teachers, prospective families, partners, donors and community leaders
- Draft internal-facing copy, including our bi-weekly news blast and newsletters from senior leaders
- Serve as chief proofreader, overseeing the copyediting of all AF materials
- In support of overall marketing and communications work, draft and produce content for online communications properties including the AF website, AF social media channels, AF blog, and other online platforms
- Collaborate with team members to support the drafting of pitches, responses to media requests, and media research

Skills and Characteristics

- Outstanding oral and written communication skills
- Excellent organizational and coordination skills, and a strong work ethic; able to manage multiple projects at the same time
- Deadline-oriented, comfortable operating with a sense of urgency while also maintaining an eye for detail and quality
- Creative, and committed to problem-solving
- Adaptable and flexible in responding to fast-breaking news and day-to-day changes in priorities
- Ability to work effectively both independently as a self-starter and to thrive within a dynamic, small team
- Belief in the Achievement First mission and educational model

Fluency in Spanish a plus.

Educational Background and Work Experience

- Bachelor's Degree (or equivalent work experience)
- 3-5 years of relevant work experience, consistently meeting or exceeding performance goals

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Send resume and cover letter to:

Amanda Pinto

amandapinto@achievementfirst.org

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.