Associate Director, Communications

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

About Achievement First
Achievement First serves 15,000 students in 41 schools in five communities across Connecticut, New York, and Rhode Island. All of our students come to us through blind lottery. The majority are Black, Latinx, and children from low-income families who will be the first in their families to graduate from college. 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. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary
Working with the team lead, the Associate Director of Communications will design and implement Achievement First’s external communications and media relations strategy while also supporting internal communications on a small, dynamic team. This role reports directly to the team lead and is an ideal position for a creative problem-solver with a passion for writing and storytelling, and strong experience in communications or journalism.

Responsibilities of the Associate Director, Communications include, but are not limited to:
• Create a copy strategy and serve as the lead writer for various external audiences, including prospective teachers, prospective families, partners, donors and community leaders. Own the written content for all print and digital materials, oversee copyediting and proofreading.
• Together with the team lead, develop and implement the media relations strategy. Lead engagement with members of the media, including facilitating positive news coverage and preparing leaders to respond to media inquiries.
• Analyze the media landscape and devise overall (earned and paid) positive media strategy
• Advise on overall communications response, including crisis communications
• Draft internal-facing copy, including our bi-weekly news blast and newsletters from senior leaders
• Strategize, develop and produce content for online communications properties including the AF website, AF social media channels, AF blog, and other online platforms

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 strategic thinking and 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
• Demonstrable commitment to diversity, equity, and inclusion (DEI)
• Belief in the Achievement First mission and educational model
• You are vaccinated against COVID-19 (see more below for policy details).

Achievement First is an Equal Opportunity Employer
**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**
Apply by completing our online application form linked here.

Research shows that while men apply to jobs when they meet about 60% of job criteria, women and other marginalized groups tend to apply only when they check every box. So if you think you have what it takes, but you’re not sure that you check every box, we still want to hear from you.

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

Achievement First requires vaccination against COVID-19 for all employees. Reasonable Accommodations based on a qualifying disability or sincerely held religious belief are being considered in accordance with applicable law. Click here to read our full policy.