

## Job Description Communications Coordinator

**Title:** Communications Coordinator

**Salary:** \$50,000 - \$80,000 (plus benefits)

**Location:** Virginia or Washington

**Contract Length:** 1 year with possibility of extension

**Schedule:** FTE (40 hours per week)

**Payment Schedule:** Monthly

**Benefits:** Paid vacation days, sick days, and holidays. GCNF pays for 70% of your health care premium; 3% 401K match; Work from Home stipend

**Start Date:** ASAP

**Working arrangements:** Applicants must reside in the states of Virginia or Washington. Work will primarily be remote based. Working hours are primarily in the Pacific time zone, with flexibility required for meetings/events in other time zones. For applicants residing in the Seattle area, flexibility is required to attend periodic in-person meetings at GCNF headquarters in Seattle, WA. Domestic and international travel on a periodic basis is also required.

**Who we are:** Global Child Nutrition Foundation (GCNF) is a 501(c)3 organization founded in 2006, based in Seattle, Washington. GCNF works to ensure governments and their partners have the knowledge, tools, and connections they need to increase coverage of high-quality school meal programs.

Our flagship programs include:

- The Global Child Nutrition Forum: an international learning exchange and technical assistance conference focused on sustainable school feeding programs.
- The Global Survey of School Meal Programs: a survey report providing the world's most comprehensive data on school feeding in over 100 countries.

GCNF is governed by a Board of Directors composed of domestic and international leaders in child nutrition and related fields that provide a global perspective and policy guidance. The small staff of GCNF is complemented by a global cadre of consultants, volunteers, and interns.

**Overview:** GCNF seeks a highly organized and detail-oriented individual to fill the role of Communications Coordinator. This position will support managing and producing content for GCNF's social media channels, newsletter, and website, and responding to external inquiries received via GCNF's official email account. The communications coordinator will execute web development and graphic design tasks as well as coordinate GCNF's external communications contracts for web development, graphic design, and other communications services. Further, the communications coordinator will provide event support for GCNF external events, including the Global Child Nutrition Forum held this year in Osaka, Japan. This position will report directly to the Senior Program Officer.

All GCNF employees and consultants are expected to possess the cultural competency to diplomatically navigate diverse international contexts and multi-national stakeholder groups. This is challenging and complex work, so an adaptive style that allows you to thrive in ambiguity and maintain a bias toward action that keeps GCNF on the forefront of global school feeding is essential. Self-motivation, pushing projects forward, juggling priorities, keeping our mission boldly on the international scene, and maintaining a good attitude are daily practices at GCNF. As a small team, all staff positions at GCNF

require a great deal of flexibility in the ability to accomplish a wide range of tasks. We learn and apply new skills daily. Active engagement, proactive problem-solving, and teamwork are centered in our work.

**Key responsibilities:** The key responsibilities below are illustrative, but not comprehensive.

- Coordinate and help develop content for GCNF's social media accounts, track engagement, and develop strategies to improve external awareness of GCNF's work.
- Draft written content including GCNF's newsletter, press releases, blogs, human-interest stories, one-pagers, webpage content, external reports, among others.
- Help develop visual content such as infographics, flyers, and short videos using design platforms such as Canva, among others.
- Help develop and make updates to GCNF's external facing website.
- Support in drafting responses to external inquiries from GCNF's official email account.
- Support project management of external communications and event management contracts for webpage development, graphic design, translation and other communications services.
- Support with GCNF event logistics.

#### **Qualifications & Skills:**

- Bachelor's degree or higher in a relevant field with a minimum of 3 years of relevant experience.
- Understanding of and interest in the United Nations Sustainable Development Goals (SDGs), school feeding programs, and willingness to attain more knowledge on relevant issues.
- Knowledge of the major global partners (UN agencies, NGOs, businesses) that work on school feeding.
- Experience in a cross-cultural environment.
- Excellent communication skills, both written and verbal.
- Strong ability to write articles, briefings, reports and official correspondences.
- Experience coordinating social media platforms and developing graphic content.
- Strong interpersonal skills and ability to liaise with both internal and external stakeholders.
- Demonstrated ability to work on multiple timelines.
- Ability to work independently and collaboratively within a remote team environment.
- Ability to think innovatively and develop unique solutions to challenges or issues that may arise.
- Enthusiasm for and experience in cultivating strong and engaged partnerships with a diverse body of stakeholders and decision makers.
- Ability to travel domestically and internationally on a periodic basis.
- Fluency in English required. Working level skills in languages in addition to English are desirable (particularly Arabic, Chinese, French, Japanese, Portuguese, Russian, and Spanish).
- Experience with website development is desired.

**To apply for this position:** Please submit a cover letter and resume to [emily@gcnf.org](mailto:emily@gcnf.org). Applications are accepted through August 9, 2024. Interviews will be held on a rolling basis, so we encourage you to apply as soon as possible. Only shortlisted candidates will be contacted. Three professional references will be requested from final candidates.

For more information on GCNF please visit <https://gcnf.org/>. Please send any questions to [emily@gcnf.org](mailto:emily@gcnf.org). Thank you for your interest!