Communications Coordinator

Job Title: Communications Coordinator
Reports to: Communications Manager
Job Status: Full time (40 hours/week)
Salary: $55,000 - $65,000
Application Deadline: February 16, 2024
Starting: March 2024
Location: Washington, DC area

About Generation Hope:

Generation Hope is a nonprofit organization with a mission to ensure all student parents have the opportunities to succeed and experience economic mobility by engaging education and policy partners to drive systemic change and providing direct support to teen parents in college as well as their children through holistic, two-generation programming. To date, we have provided over $1.2 million in tuition assistance, supported almost 435 teen parents in college, celebrated more than 170 degrees earned through our program, and built relationships with 30+ two and four-year institutions nationwide. For more information, please visit www.generationhope.org.

By joining our team, you will work for an organization named "one of the best nonprofits" by Spur Local. Not only do we live out and operationalize our values, we do the work to create a culture that truly supports every member of our staff. The best part of our organization is the people, from the families we serve to the team we have deliberately cultivated. We strive for excellence while understanding the most valuable asset that we have is our people. We celebrate diversity in all forms, including thought, professional and lived experiences, race, gender - even taste in music. If this sounds like a mission and work environment you would like to contribute to and grow with, please consider joining our team.

Position:

Generation Hope is seeking a Communications Coordinator to join our team. Reporting to the Communications Manager, the Communications Coordinator is responsible for partnering with other members of the communications team and staff across Generation Hope to develop compelling and impactful written and visual communications that further Generation Hope’s work to ensure student parents and their children have access to educational opportunities and economic mobility. This person will be responsible for creating and editing content to ensure
that Generation Hope's many platforms, and channels reflect our key messages clearly and without error, and that all departments have access to clear, compelling, and cohesive messaging that adheres to Generation Hope’s mission, brand, and communications strategy.

**Responsibilities:**

- Collaborates across multiple teams and stakeholders to develop compelling awareness pieces, funding opportunities, reports, and other communications collateral for Generation Hope’s programs and initiatives
- Writes and designs or tailors existing templates to produce both generic and highly personalized narratives for Generation Hope’s various audiences that accurately transform complex material into highly readable, informative, and compelling cases for support of Generation Hope’s priorities
- Customizes communications to a variety of different audiences, channels, and media, taking care to avoid a “one size fits all” approach
- Partners with the communications team and others across Generation Hope to complete a range of products adhering to strategy and schedule
- Provides copy editing, content editing, proofreading, research, and writing as assigned in a variety of formats including print, digital, video, web, and social media. Products include but are not limited to the annual report, blogs, PSAs, marketing and development materials, event-related promotional materials, e-newsletters, reports, brochures, talking points, etc.
- Conducts online research and fact checks, as needed, to collect/confirm content
- Maintains the house style guide and its grammatical and style standards including working with the communications team, the Race Equity Working Group, and senior leadership to develop and update a glossary of standard, inclusive, and equitable terms to be used across the organization
- Coordinates the design, ordering, and printing of all logoed materials across the organization to ensure quality and efficiency
- Creates and maintains an organized repository of Generation Hope photos and trains the staff on using it and locating appropriate photos
- Supports the Communications Manager in securing photographers for Generation Hope events and initiatives
- Assists with updating the website and works on the conception and execution of special web pages and projects
- Collaborates with the Digital Marketing Specialist to provide live social media coverage of Generation Hope events
- Other duties as assigned

**To qualify for this position, you should have:**

- Personal qualities of honesty, credibility, and dedication to the mission and values of
Generation Hope

- Bachelor’s degree in English, communications, or a related field or equivalent experience
- One to two years of editing and writing experience for a company or organization
- Excellent writing and editing skills, including a particular attention to detail and accuracy
- Strong ability to work under time pressure and to work independently
- Strong verbal and written communication skills; a firm grasp of English grammar, usage, and punctuation
- Meticulous organizational skills and strong problem-solving capabilities, especially the ability to keep track of many small moving parts across several distinct projects
- The ability to form relationships and communicate effectively with a range of staff
- Familiarity with AP Style is a plus
- Proficient computer skills and in-depth knowledge of relevant software such as Microsoft Suite, Google Workspace, Monday.com, etc.; experience with Canva, Squarespace, Adobe Photoshop, InDesign, and Illustrator is a plus
- Personal and professional commitment to understanding and dismantling systemic and institutional racism

**CANDIDATES MUST RESIDE IN WASHINGTON, D.C., VIRGINIA, OR MARYLAND BEFORE THE EMPLOYMENT START DATE.** Generation Hope has a hybrid remote and in-office work model.

Generation Hope provides full benefits, including 403(b), health, dental, and paid time off. More information on benefits can be found at generationhope.org/careers. As a safeguard to the health of our employees, participants, and community, all new hires must be fully vaccinated against COVID-19 by the employment start date. Our full vaccination policy is available here.

To apply, please complete the online application here: https://Generation_Hope.formstack.com/forms/apply_now. Please do not call.

Generation Hope is an equal opportunity employer. Generation Hope will not discriminate on any basis prohibited by law, including marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, race, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, or reproductive health decisions), age, national origin, genetic information, veteran status, and disability.