Global Campaign for Education-US Fellowship Position

To Apply: Send a cover letter, resume, writing sample, and at least two references with Fellowship Application in the subject line to: gceus.hr@gmail.com

The Global Campaign for Education-US (GCE-US) is a coalition of national and community-based NGOs, teacher unions, faith-based groups, and international organizations dedicated to ensuring universal quality education for all children and youth. The mission of GCE-US is to promote education as a basic human right and mobilize to create political will in the United States and internationally to ensure universal quality education, which is at the core of all human development. More info can be found at: www.gce-us.org

Position Summary & Responsibilities
This position is based in our Washington, DC office to assist with communications, social media, membership, coalition engagement, event management, research, youth engagement, fundraising, public policy, advocacy, and/or organizational development. GCE-US Fellows will:

• Coordinate outreach & communications including website management, fundraising, reporting, public relations and self-produced social media including Facebook, Instagram, Twitter, LinkedIn, YouTube, and other similar community sites on behalf of GCE-US
• Design compelling graphics using the latest statistics on global education issues, impactful quotes, and announcements
• Produce and coordinate monthly GCE-US blogs from coalition members, curate and share our monthly e-newsletter, and regularly post/update content on GCE-US websites, including press releases and coalition member highlights
• Work alongside GCE-US executive director to develop internal organizational structures, strategies, mechanisms, and processes to streamline and enhance GCE-US activities, including developing and updating tracking, supporting board engagement, and coordinating internal communication and information-sharing tools.
• Monitor effective benchmarks for measuring the impact of communications and social media programs, and analyze, review, and report on the effectiveness of campaigns in an effort to maximize results and increase visibility and awareness
• Develop a network of relationships with partner organizations, represent GCE-US at meetings and conferences, and create presentations and collateral to promote GCE-US’s work
• Plan, prepare for, and attend (as feasible) coalition meetings by creating an agenda, contacting potential speakers, communicating/scheduling meeting dates, tracking participant responses and questions, taking minutes, and monitoring actions and impact
• Communicate global education news, coalition members’ events and report updates, and relevant news from GCE-US partnerships
• Conduct research and outreach for current and prospective member organizations, engage members and collect coalition membership dues, and update and maintain membership records
• Support and attend (as feasible) coalition events, including calls, conferences, fundraisers, advocacy meetings, partnership building, and educational events, and assist with administrative support and logistics as needed
Our ideal candidate would be available to work at least 10-20 hours per week, continuing into future semesters if possible. This position is eligible for academic credit, to be provided by the student’s university. Preference will be given to fellows who are available to continue for more than one semester with opportunities for longer-term professional development and advancement at GCE-US.

Your Profile

- Passion for ensuring access to quality education for all children and youth
- Self-starter with the ability to lead and coordinate projects independently and in team settings
- People of color, people with disabilities, LGBTQ populations, and candidates representing marginalized groups are strongly encouraged to apply
- An interest in communications, social media, campaigning, policy advocacy, fundraising, coalition/association management, and/or nonprofit organizations
- Ability to work effectively in a fast-paced environment and manage multiple tasks efficiently
- Strong writing, proofreading, editing, and communication skills and ability to clearly articulate ideas
- Excellent organizational skills, a high level of attention to detail, and professional interpersonal skills
- Strong knowledge and experience with Microsoft Office applications, Adobe Photoshop, InDesign, and MailChimp; previous experience with Google Ads and Analytics, and website management are a plus
- Currently enrolled or recently graduated from an undergraduate or graduate degree program

During a typical week in this position, you might do the following:

- Research global education issues and present your findings to coalition members and staff
- Prepare for social media and online engagement to mobilize global education advocates
- Create a monthly e-newsletter to highlight the work of GCE-US and partners
- Develop fundraising appeals and strengthen the organization’s donor engagement capacity
- Meet with current and prospective partners and plan together for even more effective joint advocacy

Location: The position is based in GCE-US’s office in Washington, DC.

Start Date: As soon as possible

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Open until filled. The Global Campaign for Education-US is an equal opportunity employer committed to hiring a diverse workforce at all levels of the organization thereby creating a culture that allows us to better accomplish our mission. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state, or federal law. This policy applies with regard to all aspects of one’s employment, including hiring, transfer, promotion, compensation, eligibility for benefits, and termination.