



Children's Scholarship Fund

COMMUNICATIONS ASSISTANT

The Children's Scholarship Fund (CSF) is a national non-profit organization based in New York City that empowers families by providing children in need with scholarships, and by supporting expanded educational opportunities for all children. CSF has a network of 20 partner programs in 24 cities and regions nationwide, including New Hampshire, where we serve children in grades K-12 through Education Freedom Accounts and Education Tax Credit scholarships.

Position description: CSF seeks a focused, detail-oriented, and motivated individual with excellent computer, office, and written and verbal communication skills to join the Communications team. The Communications Assistant will work full-time, in-person, at our Midtown Manhattan office. The ideal candidate for this position is philosophically committed to ensuring that all parents have the ability to choose how best to educate their children. This is a great opportunity to contribute to a mission-oriented and talented team and be part of a culture characterized by high standards and strong team collaboration. The Communications Assistant will report to the Director of Communications. CSF offers a dynamic environment with room to grow as the organization aims to expand the number of families and program areas it serves.

Primary responsibilities include:

- Interviewing scholarship recipient families and alumni to develop and write stories and identify subjects to feature in CSF's promotional materials and for event and media opportunities
- Writing blog posts and other materials
- Surveying CSF parents and alumni by phone to follow up on annual online surveys
- Overseeing digital cataloging of family and alumni testimonials, interviews, quotes, photographs, videos, and other assets for easy retrieval
- Assisting the Director of Alumni Engagement and Communications Manager with alumni engagement, including survey administration, data entry, and follow-up phone calls
- Assisting the Director of Communications with event planning for National School Choice Week, CSF Alumni, and CSF Partner Summits and events
- Researching and updating education statistics and general research as needed
- Updating media contact lists
- Monitoring and tracking media mentions of CSF and CSF partners on a monthly basis
- Preparing monthly analytical reports on CSF's social media performance and using the reports to make recommendations to increase reach and improve engagement
- Assisting Director of Alumni Engagement and Communications Manager with social media content creation as needed
- Supporting general day-to-day operations and special projects, including assisting with large mailings, some data entry, event work, filing etc.
- Other duties as assigned.

Qualifications and Skills: The Communications Assistant must possess the following qualifications, skills, and attributes:

- Interest in and commitment to CSF's mission of expanding educational opportunities for all children

- Bachelor's degree from an accredited four-year college or university
- Demonstrated interest in communications, journalism, and/or marketing required. Experience working/interning for a nonprofit, school, or other educational institution a plus
- Strong writing and research skills
- Some experience with graphic design software including InDesign and Canva
- Familiarity with social media management tools including Meta Ads, email marketing platforms such as Mailchimp, and video editing software including Adobe Premiere Pro a plus
- Knowledge of SEO best practices and Google Analytics a plus
- Excellent organizational skills with close attention to detail
- Professional phone manner and interest in interviewing stakeholders
- Strong knowledge of and experience with Microsoft Office Suite
- Proactive problem solver and a self-starter with the ability to work individually and on a team
- Flexibility to pitch in and help on special projects as needed
- High level of productivity with demonstrated follow-through and success in managing multiple ongoing projects
- Willingness to learn and take on new responsibilities

How to Apply: Send resume and cover letter expressing how your experience and interests are aligned with the job description above, as well as your available start date, to HR@scholarshipfund.org. Please note, resumes without cover letters will not be considered.

Work Week: A normal work week at CSF consists of 5 days, Monday through Friday, 9am to 5:30pm, with a half hour lunch.

Location: This is an in-person position at the Children's Scholarship Fund New York office, located at 8 West 38th Street, Suite 804, New York, New York 10018.

Compensation: Compensation includes a generous benefit package with an annual salary between \$50,000 to \$55,000 based on experience and qualifications. CSF offers approximately 80-95% employer paid health and dental insurance for employees, depending on choice of plan. The group insurer for health insurance is United Healthcare Oxford. In addition, CSF offers a 5% match of salary, on elective contributions to 403(b) retirement plan, short- and long-term disability insurance, life insurance coverage up to two times annual salary. CSF is the sponsor of voluntary AFLAC plans that employees can choose to contribute to or not.