

**Communications Assistant
Children's Scholarship Fund
New York, NY**

<https://talentmarket.org/job-opening/csf-communications-assistant/>

About the Children's Scholarship Fund:

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 ideal candidate for this position is philosophically committed to educational freedom. 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.

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

This role is being offered in conjunction with the [Koch Associate Program \(KAP\)](#). Candidates are encouraged to apply to KAP, though admission is not a condition of employment.

Primary responsibilities include:

- Interviewing scholarship recipient families and alumni regularly 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 and administrative work for National School Choice Week, CSF alumni, and CSF partner 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 and other graphic projects 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:

- 1+ years of experience in communications, journalism, and/or marketing
- Interest in and commitment to CSF's mission of expanding educational opportunities for all children
- Strong writing and research skills
- Some experience with graphic design software/tools including InDesign and Canva required
- Ability to travel, up to 5%
- 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 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
- Bachelor's degree from an accredited four-year college or university

Preferred Qualifications:

- Experience working/interning for a nonprofit, school, or other educational institution
- Familiarity with social media management tools including Meta Ads, email marketing platforms such as Mailchimp, and video editing software including Adobe Premiere Pro
- Knowledge of SEO best practices and Google Analytics

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 a 403(b) retirement plan, short- and long-term disability insurance, and 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.

To Apply

Qualified candidates should submit the following application materials (in order) in **one** PDF document:

- Cover letter including:
 - An introductory paragraph describing three distinct reasons you are drawn to the Children's Scholarship Fund's mission
 - Salary requirements
- Resume

Applications should be submitted to Talent Market via this link: talentmarket.org/apply-for-your-dream-job/

Questions can be directed to Bailey Drouant, Project Manager at Talent Market, who is managing the search process: bailey@talentmarket.org.

There is no application deadline for this position. Applications are accepted on a rolling basis. This job will remain posted on our site until it is filled.

While we thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. Only direct applications will be considered. No phone calls, please.

Talent Market is a nonprofit dedicated to promoting liberty by helping free-market nonprofits identify talent for critical roles. We provide consulting and recruiting services at no cost to 501(c)(3) nonprofit organizations that clearly and directly focus on advancing the principles of economic freedom, free enterprise, free trade, free speech, property rights, rule of law and limited regulation.