



OPEN POSITION: **Communications & Knowledge Management Associate**

REPORTS TO: Advocacy and Communications Manager

LOCATION: Washington, DC or Remote

HIRING NEED: Immediate

This is a 50% position, without benefits

BACKGROUND

CORE Group emerged organically in 1997 out of a need among global health professionals to share knowledge and ideas about how to best help children survive. Today, CORE Group convenes thousands of members and partners worldwide to share evidence and best practices, and then translates these into the real world with a direct impact. As a neutral, trusted platform, we bring our members and broader International Community Health Network together to foster collaboration and learning, strengthen technical capacity, develop innovative tools and resources, and scale evidence-based approaches to improving community health.

Learn more here: www.coregroup.org

JOB DESCRIPTION

The Communications and Knowledge Management Associate will contribute to internal and external communications and knowledge management strategies to strengthen communication and knowledge-sharing between CORE Group, its membership, the broader International Community Health Network, and working groups, to advocate for key community health activities and messages, and to demonstrate CORE Group's value and impact in the field.

General responsibilities will include, but will not be limited to, the following:

Strengthen collaboration and cross-learning between CORE Group, its membership, working groups, and the International Community Health Network.

- Contribute to communications during the planning, execution, and follow-up of CORE Group Global Health Practitioner Conferences and other events, including event promotion, knowledge capture during events, webinars and live-streaming, and reporting and dissemination after events. Provide additional event support as needed. Events may be domestic, international, or online/virtual.
- Assist with membership and community outreach in-person and online to strengthen knowledge sharing and solicit input on member and community needs.
- Provide communications support to CORE Group's Working Groups (communities of practice) in implementing their annual work plans, including webinar support and promotion, as needed.

Contribute to CORE Group's online platforms, including websites and social media, and email communications.

- Regularly update, contribute to CORE Group's website with new and engaging content, including news/announcements, new resources, events, job postings, project updates, new members, and more.
- Assist with the use and content of social media channels, including Twitter, LinkedIn, Facebook, Instagram, and others.
 - Use social media to further disseminate messages, with goal to reach overseas stakeholders and provide mechanisms for their collaboration.
- Assist with the monitoring of the CORE Group website and social media statistics, developing and analyzing quarterly reports.
- Assist with updating and maintaining the CORE Group website with relevant and timely content to meaningfully direct website traffic as needed.
 - Assist in development of written, photographic, and video content for web portals.
 - Assist in conducting outreach for CORE Group-sponsored events and relevant activities through the website, social media outlets, and other relevant forms of communication.
 - Support monitoring and evaluation of the use of different communication vehicles via Google Analytics and any other methods.
- Utilize Constant Contact and listservs to disseminate CORE Group announcements, newsletters, events, and Working Group information, and perform light listserv moderation as needed
- Provide logistical support for CORE Group events as appropriate.
- Assist in development of new materials, including layout and formatting, and ensure outreach materials are up to date and available in print form.
- Assist with video, photography, other communications, and social media activities as needs arise.

Develop, update, and disseminate CORE Group materials.

- Assist with the content and design of the CORE Group Annual Report.
- Assist with the collection of content for the monthly CORE Group e-newsletter, sharing the latest from CORE Group, the membership, and the global health field.
- Assist with inventory and asset management of all CORE Group communications materials.
- Ensure that all print and online communications are consistent with CORE Group messaging and brand marketing.

Assist with the implementation of an annual communications and knowledge management strategy.

- Maintain a communications calendar with key events, dates, and deadlines throughout the year.
- Assist with process of implementing the communications and knowledge management strategy.

Contribute to business development and fundraising efforts.

- Collaborate with the Executive Director on some aspects of proposal writing.
- Assist with conference sponsorship outreach and management.

REQUIREMENTS

Knowledge, Skills, and Abilities

- Demonstrated understanding of current developments in the field of public communication, knowledge management, development planning and processes, and communication platforms including website management (Joomla, Drupal, WordPress) and social media.
- Exceptional written, oral, interpersonal, and presentation skills. Demonstrated ability to convey messages through clear and concise writing.
- Experience contributing to websites and social media. WordPress experience preferred.
- Experience with webinars and online learning platforms (Zoom, WebEx preferred). Proficiency with Canva or Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat, and Premiere). Graphic design experience a plus.
- Experience with email marketing tools such as Constant Contact or MailChimp.
- Photography and video production skills preferred.
- Basic layout and design skills helpful.
- Willingness to travel internationally 10%. Experience working/volunteering overseas and experience working in multicultural environment.
- Must have the ability to work under pressure with flexibility in a team setting.
- Experience in global health and international development desirable. Ability to multi-task and remain calm and organized under pressure.
- Strong attention to detail.
- Fluency in written English.
- Knowledge of French or Spanish a plus.
- Creativity, independence, and entrepreneurial spirit encouraged.
- Bachelors degree with international development, public health, nutrition or community health concentration (or other relevant concentration).
- 1–3 years of experience required.

CORE Group has an office in Washington DC and will soon move to a hybrid model of working. However, this position could be virtual, from any location in the world, but must be available for Eastern (EST/EDT) time zone meetings.

Salary for this part-time position will be \$27,500 annual salary.

HOW TO APPLY

Please email your resume and cover letter to jobs@coregroup.org. Use “CommsAssociate_Name” as the subject line – no phone calls please. Only potential interviewees will be contacted.