



**OPEN POSITION:** Technical writing and Communications Consultant (Part time/20 hours per week)  
**LOCATION:** Washington, DC or remote  
**HIRING NEED:** February 1 through September 30, 2025

## BACKGROUND

CORE, Inc. (CORE Group) is a leader in global community health, working to end preventable maternal, newborn, and child deaths around the world. We have a comparative advantage through collaborative action to promote and safeguard health in communities and create new models for reaching the most marginalized populations. As a neutral, trusted platform for a coalition of more than 260 organizational and individual members, we work together with the broader global health community to foster collaboration and learning, strengthen technical capacity, develop innovative tools and resources, and scale evidence-based approaches to improving health.

Learn more here: [www.coregroup.org](http://www.coregroup.org).

## DESCRIPTION OF SUPPORT

The Technical Writer and Communications Consultant will provide communications and knowledge management services to the CORE Group Partners Project. The consultant will be part of the global HQ CGPP team and work closely with the MEAL and communications team. The consultant would report to both the CGPP Global Technical Director for Monitoring, Evaluation, Accountability and Learning and CORE Group's Senior Director of Programs.

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

### Develop and update knowledge products and communications materials.

- Provide technical writing support for articles, newsletters, factsheets, abstracts, peer reviewed publications and different types of reports.
- Copy edit different reports to ensure consistency, accuracy and high quality of writing.
- Create case studies, field stories, and success stories based upon interviews and work sessions with Secretariat colleagues and community health workers.

### Provide support to regional teams

- Facilitate linkages between CGPP headquarters, the secretariat staff, and CORE Group members.
- Develop and implement a coaching and mentoring plan to support regional communications officers.
- Provide capacity building sessions on various communications and writing topics including success stories, lessons learned (part 2), report writing, and other pertinent topics.
- Work with CGPP to identify priority areas for four 60 to 90 minute virtual technical workshops to address areas identified by secretariats. Oversee the workshop logistics.
- Provide administrative and logistical support for CGPP headquarters and secretariat staff.

### Support improved visibility for the CGPP project

- Develop two knowledge sharing workshops with another CORE Group funded project
- As possible support the visibility of CGPP in meetings and at events.

### Deliverables:

1. Articles, newsletters, fact sheets, abstracts and different types of reports. A quarterly newsletter will be supported in each country. At least one global fact sheet will be developed for FY25.
2. Copy editing of different reports to ensure consistency, accuracy and high quality of writing. This will include inputs and finalization of reports from eight countries each quarter.
3. Case studies and success stories based upon interviews of Secretariat colleagues and community health workers.
4. Development and implementation of a coaching plan to support at least 4 regional communications officers.
5. Organization of 4 60 to 90 minute virtual technical workshops, topics to be decided.
6. Two knowledge sharing workshops with another CORE Group funded vaccination project
7. Establishment and management of a CGPP booth at 1 regional meeting to be determined

### REQUIREMENTS

- Bachelor's degree and a minimum of six to eight years' relevant working experience in the communications and/or knowledge management fields.
- Experience working in a non-profit and non-governmental setting.
- Master of Public Health or related advanced degree (international development) preferred. Familiarity and/or experience working in global health or other international development sectors preferred.
- Exceptional written, oral, interpersonal, and presentation skills. Demonstrated ability to capture, synthesize, and present programming, organizational successes, and lessons learned. Demonstrated ability to convey messages through clear and concise writing.
- Experience designing and leading webinars and online learning platforms.
- Basic layout and design skills required.
- Willingness to travel internationally 10%. Experience working/volunteering overseas and experience working in multicultural environment.
- Ability to multi-task and remain calm and organized under pressure.
- Strong attention to detail.
- Fluency in written English. Knowledge of French a plus.
- Creativity, independence, and entrepreneurial spirit encouraged.

This position will be based remotely.

### HOW TO APPLY

Please email your resume and cover letter to [jobs@coregroup.org](mailto:jobs@coregroup.org). Use **“Technical writing and Communications Consultant \_Last Name”** as the subject line – no phone calls please. Only potential interviewees will be contacted. Deadline for submission is January 26, 2025