

Terms of Reference for CDA Summer Communications Associate

Support CDA's commitment to provide guidance to the international aid, peacebuilding and corporate fields working in areas of conflict and fragility

CDA BACKGROUND:

CDA improves the effectiveness of peacebuilding, development, and humanitarian organizations and corporations working in fragile and conflict-affected contexts. Through its unique collaborative learning approach, CDA combines rigorous analysis and evidence-based methodologies to produce useful tools and guidance for practitioners and policymakers alike. In strengthening the work of its partners, CDA contributes to positive, systematic, and lasting change for people and communities, while also influencing policy and practice across the sectors in which it works.

POSITION DESCRIPTION:

CDA seeks a qualified applicant with interest in developing and implementing mission-driven online outreach campaigns and brand maintenance for non-profits. The position will entail: (1) Drafting, proofreading, and formatting publications, grant proposals, and possibly marketing and fundraising materials; (2) Editing and publishing blog posts written by CDA staff and drafting blog posts; (3) Writing, designing, and scheduling updates on CDA social media and newsletter; (4) Monitoring, analyzing, and reporting on the success of CDA messaging; (5) Maintaining relationships with other nonprofit communication directors and identifying areas for growth/improvement; (6) Updating website content on WordPress; and (7) Communicating with website maintenance company to ensure proper functioning of website.

Required Qualifications

- Significant developmental editing and copyediting experience
- Experience writing blog posts
- Experience writing for social media campaigns
- Experience using Hootsuite for Twitter and scheduling updates directly on Facebook and LinkedIn
- Background in graphic design. At a minimum mastering Microsoft Word formatting and styling tools, and ideally experience using Adobe Creative Suite InDesign and Illustrator
- Experience using Facebook, LinkedIn and Twitter analytics
- Experience using Google Analytics
- Experience working with Wordpress
- Familiar with MailChimp

Ideal Qualifications

- Experience working and/or interning for non-profit organizations
- Background in marketing strategy and implementation
- Experience vetting and identifying open source photographs
- Experience with Microsoft Word and PowerPoint templates
- Experience with Google AdWords

ADDITIONAL DETAILS:

- Hours & Location: Approximately 20 -30 hours/week, at CDA office in Cambridge, MA.
- Position Duration: May 15 to August 30, 2018
- Compensated: Yes.

APPLICATION PROCESS:

Email applications (in English) to Gabrielle Collins, CDA's Office Manager at personnel@cdacollaborative.org with *subject line: CDA Summer Communications Associate 2018*. We will not be able to confirm receipt of all applications, just those advancing in the search process.

An application must include the following:

1. Cover letter explaining your interest and experience
2. Résumé or CV (Please do not include social security numbers on resumes)

Applications are due by **3pm Eastern Standard Time, Friday May 4.**