



Job Description

Communications and Outreach Coordinator - September 2022

Location Preference: *Preference in Boston, Massachusetts or Washington, DC, but will consider applicants from other locations as remote work is possible.*

Position type: *Full time, with the option of working 75% depending on preference/other commitments.*

Budgeted Salary: *\$58,000-62,000*

Target Hire Date: *October 2022*

Reports to: *Program Coordinator*

Coordinates with: *CDA Staff, Associates, Board and Advisory Council members*

Supervises: *None; potential for managing CDA interns or graduate fellows*

About CDA Collaborative Learning Projects

[CDA Collaborative Learning \(CDA\)](#) a US-based international non-profit organization that exists to engage the complex questions that unlock positive, systemic change wherever communities experience fragility and conflict. For [over 25 years](#) CDA has worked across international development, humanitarian assistance, and peacebuilding fields, as well as with corporations in two main ways:

1. **Leading large-scale collaborative learning projects** that improve the wider sector's effectiveness and accountability to people in contexts of conflict, such as establishing the Do No Harm framework that has become a core principle and practice of the wider aid sector; and based on that learning,
2. **Advising change processes** for organizations, donors, corporate entities, their networks, and multi-stakeholder and other policy initiatives to have systemic impact. CDA often plays a convening role among academic, practitioner, and policy audiences and regularly contributes to field-building processes.

Throughout, CDA's programming, partnerships, and role across sectors are driven by the same fundamental beliefs on which the organization was founded.

- Local capacities for peace: The perspectives and abilities of people affected by conflict must be at the center of addressing local and systemic challenges.
- Context matters: effective social change efforts depend on a deep understanding of and adaptation to the range of complex dynamics of communities.

CDA's core team of staff works closely with a cohort of CDA Associates who have long-term agreements with CDA to partner on grants, contracts, and organizational processes. Staff and Associates are supported by CDA's Board of Directors and Advisory Council members. Learn more about [CDA's people and platform](#) and how we are putting our organizational values into practice.

Scope of the position

CDA is looking for a Communications and Outreach Coordinator who is passionate and creative about sharing CDA's mission and values with partners, supporters, and the public. The role is responsible for planning and implementing mission-driven communications and intentional outreach that engages global audiences with CDA's work and reflects the organization's role as a learning partner across the humanitarian-development-peacebuilding sectors. We are looking for someone who has experience in and familiarity with these fields and is able to speak with a compelling and authentic voice, whether targeting content for social media or CDA's website, designing marketing materials, or connecting with the global network. This role will be a balance of weekly

communications support for and coordination with CDA staff and specific CDA projects, specific time-bound writing and design projects, and longer-term planning and implementation of strategies important to the whole organization.

Responsibilities

This is a new role at CDA, with responsibilities across the following areas. We are mindful the needs may change as the candidate invests in their role and CDA and as needs evolve.

- **Whole-of-organization communications and outreach strategy:** Develop and maintain strategy reflective of CDA's mission, values, and identity; create content for and manage CDA's website and social media platforms, including written, infographic, and video content for Facebook, Twitter, and LinkedIn; coordinate and produce CDA's quarterly newsletter; contribute to and integrate fundraising and outreach goals and activities into the strategy..
- **Communication and dissemination strategies for projects and organizational initiatives:** Develop and/or help CDA colleagues implement approaches to make evidence, learning, and key CDA resources and initiatives accessible and compelling to practitioners and partners. This includes plans for translation and visual content for CDA's communications, publications, marketing, and network outreach purposes. Work with Board and Advisory Council member's involved with CDA's outreach and fundraising activities.
- **CDA's global network:** Maintain database of and explore creative ideas to engage CDA stakeholders, including developing an audience engagement strategy that collaborates with partner organizations and solicits input from the wider field, content and communications calendars, social media management, email outreach, and identification of potential collaboration opportunities with the ultimate goal of growing CDAs network and outreach for impact.
- **Production quality:** Edit, draft, and proofread content for program reports and briefs, funding proposals, and marketing material.
- **Organizational participation and contribution:** Participate in biweekly CDA staff meetings, join Board or Advisory Council meetings as needed, pursue professional development activities independently and with colleagues, and other organizational development as interested.

Contributions

- Improve CDA's brand and the coherence of the organization's public presence
- Set quality standards and design/update engaging templates for CDA publications and platforms
- Turn dense concepts and data into accessible and digestible content
- Support and develop the CDA website to promote learning and collaboration and coordinate all communications tied to the platform
- Contribute to shared leadership and decision-making as part of a thriving small organization.

Desired Skills, Abilities and Competencies

- A collaborative team spirit.
- Understands and values the role of communications and outreach in addressing issues of power in the international development sector.
- An eagerness to learn and solve problems through inquiry, with appreciation for diversity of thought and coordination across functions from a multicultural perspective.
- A self-starter who takes initiative, brings new ideas, and does not need close supervision.
- Passionate about details that make for good internal processes, as well as external representation.
- Possesses a strong work ethic while approaching their work with humility and compassion.
- Seeks to gain a deeper understanding of international issues as they shape a long-term career in the sector.
- Excellent written and oral communication skills.
- Adept at using Mailchimp, WordPress, InDesign, Adobe, Canva (or similar platforms) and Microsoft Office (Access, Word, PowerPoint, Outlook and Excel).

- Is excited to join a small, global team who care about one another.
- Ability to commit to CDA's policies and uphold norms for conduct as outlined in our Code of Conduct and [Anti-Racism and Social Inclusion commitments](#).

Education and Experience

- Minimum of a Bachelor's degree or equivalent.
- Minimum of three years of experience working in a communications, marketing, and/or fundraising role in the international development, peacebuilding or humanitarian sector.
- Experience managing the social media platforms of an organization, including using Hootsuite to schedule Twitter, Facebook and LinkedIn posts.
- Experience leading or playing an active role in planning, writing for, and managing social media campaigns, dissemination strategies, and newsletters.
- Experience producing visual content for publications, marketing or other outreach purposes.
- Experience with grant writing and impact reporting (desired).
- Experience with global network engagement and outreach (desired).
- French, Spanish, Arabic, and/or other language skills (desired).

Salary and Benefits

The annual salary for the Communication and Outreach Coordinator is between US\$58,000-US\$62,000 and will be based on experience level and whether the role is 75% (30 hours) or full-time (40 hours). CDA's benefits package includes health coverage, dental coverage, life insurance, and a 401k retirement plan.

Equal Opportunity

CDA is an equal opportunity employer and encourages women, people of color, queer and gender nonbinary people, and candidates from other underrepresented and intersectional backgrounds and identities to apply.

Application Process

Applications are being accepted on a rolling basis until the position is filled, with an ideal start date in October 2022. Applications should be emailed to personnel@cdacollaborative.org with a subject line: Communication and Outreach Coordinator: CDA Collaborative Learning.

The application must include the following:

- Cover letter explaining your experience and interests pertaining to this application (1-page max)
- Resume or CV (no more than 2 pages)
- One writing sample related to the position
- Three references, including names, affiliations, preferred phone and email contact information (references will only be contacted in advanced applicants)