

Communications Specialist

Type – Full time

Location- Alexandria, VA

Reporting – Business Operations Manager

Position Overview

Nascent Solutions, Inc. (Nascent) is seeking a talented and experienced professional to support its Business Operations Department by cultivating and engaging audiences through informative content. The Communications Specialist will be a well-informed correspondent and storyteller that can showcase our company capabilities and achievements. An ideal candidate will have solid experience in developing content for internal and external audience demonstrates a good sense of what makes an interesting story.

Company Brief

Nascent is an African women-led international development organization founded 2004 with the mission of harnessing the creative entrepreneurial skills of target beneficiaries and strengthening their capacity to champion the development agenda of their communities. In the last 17 years Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of over 10 million people in several African countries. For more details, check www.nascents.org

Essential Duties and Responsibilities

- Create consistent, meaningful content including writing, editing social media post for (LinkedIn, Facebook, Twitter, etc.), to improve donor engagement and promote online campaigns
- Draft talking points, presentation outlines and articles for the CEO
- Support proposal writing and proofing of other materials for public consumption
- Manage press releases cycle and monitor trends for CEO communication opportunities
- Review program success stories, generate front-page ideas in alignment with target audiences and support content-generating efforts
- Assist with researching, writing, editing and review of capacity statements, blogs, proposals, newsletters, technical briefs, and optimizing website content
- Generate, proofread, publish, and share daily content (original text, images, or videos) that builds practical connections
- Moderate all user-generated content in line with the platform policies for online communities
- Comply with copyright laws, ethical guidelines and stay up to date on best practices
- Use analytical tools such as Google Analytics, Buffer, and Facebook Insights to monitor and evaluate the company's social media presence and performance
- Research industry-related topics by combining and sharing online sources, interviews, and studies with various departments

- Set and execute editorial priorities in collaboration with technical program leads
- Edit and evaluate project deliverables and reports for quality before submission to the donor
- Support internal publications, in conjunction with subject matter experts to ensure standards, goals and expectations are met

Required Skills, Qualification and Attributes

- Bachelor's degree in English, Journalism, Marketing, Communication, Public Relations, or any related field
- 5+ years of experience as a writer or editor required technical writing experience is a plus
- Advanced understanding of English grammar, editing, proofreading skills with samples of previous work or portfolio, is a plus
- Hands-on experience with content management systems, MS Office products, WordPress, InDesign, Photoshop, or other publishing tools with proven familiarity of SEO, HTML and CSS
- Experience in reporting on international development and humanitarian issues, Sub-Saharan Africa experience is a plus
- An eye for detail along with critical thinking and ability to multitask while prioritizing is key
- Strong interpersonal skills, an active listener and critical thinker
- Exceptional time management skills with the ability to deliver under tight deadlines
- Demonstrate qualities of a team player and capacity to interact with staff and stakeholders
- Readiness to undertake a broad range of tasks as necessary
- Comfortable communicating across cultures and time zones.

How to Apply

Interested candidates should submit a cover letter, CV, to recruitment@nascents.org. Please include "**Communication Specialist**" in the email subject line. CVs without cover letters will not be considered. Please note that only shortlisted candidates will be contacted. Closing date for applications is **September 30, 2021**. *Salary commensurate with experience*. Current work authorization in the United States is required.

About Nascent Solutions

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation. Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.