



Job Description: Communications Associate

Come aboard as the first-ever Communications Associate at the Luminos Fund, a fast-growing international non-profit bringing education opportunities to the world's most vulnerable children. Luminos is looking for a team player who's ready to roll up their sleeves as Communications Associate. We seek someone who is an excellent writer, collaborative, detail-oriented, tenacious, and creative, with a keen willingness to pivot between communications, development, and executive support duties. Successful candidates will navigate multiple priorities and time-sensitive projects competently, be passionate about education and children, and be excited to grow with the organization.

This full-time position will be based in the Luminos office in Boston, MA and will report to the Director of Communications. The role may involve a small amount of travel, including to challenging contexts in the developing world.

About the Luminos Fund

The Luminos Fund believes that no child should be denied the chance to learn. Launched in 2016, Luminos was founded to scale up the Second Chance program, an accelerated learning program that enables children who have been kept out of school by conflict or poverty to catch up to grade level and return to learning – all in ten months. We operate programs in Ethiopia, Liberia, and Lebanon, where we work with Syrian refugees. To date, we have helped 132,611 children secure a second chance to learn. Luminos was launched with a strategic commitment from the Legatum Foundation in 2016. Since then, a series of premier philanthropic organizations have joined our cause, including UBS Optimus Foundation, Dubai Cares, and Cartier Philanthropy. Luminos has been recognized for its achievements globally, receiving the WISE Award (2017) and the HundrED Education Innovation Award three years in a row.

Duties and Responsibilities

Communications and marketing: You will invest the majority of your time and energy partnering with the Director of Communications to spread the Luminos message to key audiences; share stories about our programs and remarkable students, classroom facilitators, and team members; and build the Luminos brand. These efforts will include but are not limited to:

- *Writing and editing:* Contribute your writing and editing talents on a variety of projects, such as announcements, blog posts, award applications, collateral, social media, and newsletters.
- *Website:* Help manage upkeep of luminosfund.org through our Content Management System. Proactively propose thoughtful, bold, creative ideas to enhance our online presence.
- *Social media:* Build our social media footprint through engaging, timely, on-brand posts.
- *Events:* Help map the annual conference calendar and identify speaking opportunities for leadership. Support the preparation of remarks, presentations, and executive briefing packets.
- *Metrics and analysis:* Use your skills and savvy to track appropriate metrics and KPIs that demonstrate effectiveness and results.
- *Design projects:* Create simple, on-brand visuals for social media, collateral, and more.

Development: You'll provide assorted support on donor acknowledgement and engagement, grant deliverables, and fundraising proposals. This area of responsibility will also include:

- *Salesforce management:* Serve as key contributor on Salesforce entry and data integrity.
- *Funder field visits and events:* Support on logistics and planning for field visits and other events.



Executive and administrative support: A quarter of your time will be devoted to supporting the Luminos Fund CEO and HQ office. This will include meeting coordination and scheduling, correspondence support, expense reporting, and ad hoc administrative duties.

Qualifications

Required Experience

- Bachelor's Degree in English, Communications, Journalism, or a field that provided a wealth of writing experience
- 2-3 years' professional experience in communications and marketing
- Proficiency with Microsoft Office, Salesforce (or similar), and Google Analytics
- Experience managing websites, social media accounts, newsletters, and/or blogs (WordPress, Mailchimp, and Hootsuite expertise a plus)

Preferred Experience

- Experience with or exposure to fundraising, business development, or sales
- Visual design experience and Adobe Suite proficiency
- Video and/or photography skills, including editing
- Event planning experience
- Executive support and/or office support experience

Core Attributes

- Demonstrated passion for education, children, and/or international affairs
- Strong interest in amplifying global voices and advancing narratives with leaders from the Global South as the protagonists of social change
- Excellent and persuasive writer, editor, and communicator
- Innate sense of responsibility for delivery of quality work; impeccable attention to detail
- Self-motivated, tenacious, and polished
- Ability to juggle multiple assignments under deadline
- Strong sense of integrity, confidentiality, and discretion
- Dogmatic adherence to and protection of brand standards, message, and tone
- Can-do attitude; comfortable working on a small team in a frequently evolving environment
- Natural curiosity and hunger for continuous learning
- Readiness to problem solve creatively, at-times outside regular business hours

To apply for this role, please write to careers@luminosfund.org with a brief cover letter and your CV.

The Luminos Fund is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.