Job Description: Content Producer

The Luminos Fund, a fast-growing international non-profit bringing education opportunities to the world’s most vulnerable children, seeks an experienced Content Producer to join our team. The ideal candidate is a creative team-player who is a talented storyteller, strategic thinker, and prolific creator of graphic design, video, and more. The Content Producer will play a hands-on role building and curating the Luminos brand and enjoy staying up to date on best practices for developing, presenting, and promoting content across digital and traditional channels. Successful candidates will navigate multiple priorities and time-sensitive projects competently; be passionate about education, children, storytelling, amplifying diverse voices, and design; and be excited to grow with the organization.

This full-time position will be based in the Luminos office in Boston, MA and report to the Director of Communications. The role will involve some travel 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 over 130,000 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 HundrED Education Innovation Award three years in a row and the WISE Award.

Duties and Responsibilities

- Manage the Luminos Fund’s digital presence and strategy, including our website and social media
- Help craft and oversee our content calendar hand-in-hand with the Director of Communications
- Produce compelling, strategic multimedia content for various digital platforms, including our website and social marketing and outreach tools including Facebook, Twitter, Instagram, LinkedIn, and YouTube
- Create on-brand and informative digital assets, presentations, and print pieces, including our quarterly e-newsletter, email communications, Annual Report, event invitations, and assorted communications for fundraising, stewardship, and marketing
- Design on-brand graphics, including data visualizations and infographics
- Periodically interview, photograph, and film members of the Luminos team, teachers, students, or other stakeholders, including in the field, to produce content and stories
- Use your skills and savvy to track appropriate metrics and KPIs that demonstrate effectiveness and results (e.g. Google Analytics)
- Photograph key events, as well as portraits for student, teacher, and parent profiles
- Oversee the Luminos library of assets, photography, and video
- Help develop, promote, and refine the Luminos Fund brand
- Manage relationships with certain external vendors
Qualifications

Required Experience

- Bachelor's Degree in Marketing, Communications, Design, or related field
- 4-6 years' professional experience in content production, design, video, communications, and marketing
- A demonstrated track record of producing quality multimedia content for various digital platforms, content management systems including WordPress, and social marketing and outreach tools including Facebook, Twitter, Instagram, LinkedIn, and YouTube
- Experience developing and adapting content for new platforms, translating work for different audiences, and picking up new storytelling tools and techniques
- Fluency with Adobe Creative Suite; other video/audio/photo software such as Final Cut Pro, Premiere, Lightroom, and Canva; and Microsoft Office including PowerPoint
- Proficiency with media production tools such as DSLR and smartphone cameras, microphones, and video cameras
- Experience creating video for web, including interviewing stakeholders and editing
- Experience with email design and production, using a platform like Mailchimp
- Experience using web analytics, SEO, and other tools for tracking and boosting content reach
- Basic HTML and CSS knowledge

Preferred Experience

- Experience with brand building, fundraising, business development, or client service
- Experience working in low-income countries or challenging contexts

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 communicator
- Innate sense of responsibility for delivery of quality work, and 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, including learning new technology
- 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. Please include a link to your online portfolio or personal website, if available.

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.