



EduNations
igniting hope...

Job Description: Communications & Development Coordinator

EduNations is a non-profit organization dedicated to breaking the cycle of poverty in Sierra Leone through education. We build and operate schools in underserved communities, providing children with quality education, spiritual development, and holistic support to transform lives.

Position: Communications and Development Coordinator

Hours: Full-time, 40 hours per week

Location: Western Pennsylvania (Hybrid; remote with occasional in-person meetings and events within Western Pennsylvania, Western New York, and Eastern Ohio)

Reports To: U.S. Director

Compensation: \$46,000/year paid in 12 monthly installments with 80 PTO hours (2 weeks) per year

Position Summary

The Communications & Development Coordinator supports the mission of EduNations by leading communications, marketing, and storytelling efforts while assisting with key development initiatives. This role is responsible for creating engaging content across digital and print platforms—including social media, newsletters, video, website, and impact reports—while also supporting grant coordination, reporting, and donor communications. The position includes occasional opportunities to represent EduNations through presentations at churches, events, and partner gatherings. The ideal candidate is a creative, organized communicator who is passionate about storytelling and advancing EduNations' impact in Sierra Leone.



Key Responsibilities

Communications & Marketing (50%)

- Develop and execute coordinated marketing strategies that clearly communicate goals, outcomes and transformation across multiple channels
- Share EduNations' story with visually engaging graphics and compelling messaging for email, social media, website, newsletters, fundraising and event materials, brochures, other collateral, and the Annual Report
- Ensure all communications reflect dignity, accuracy, brand consistency, and alignment with EduNations' mission and voice
- Create and edit short-form videos for storytelling, donor engagement, social media, and promotional campaigns
- Gather and record stories, photos, and program milestone images that reflect EduNations' impact for sharing across multiple mediums
- Manage social media platforms (Facebook, Instagram, LinkedIn, YouTube) by creating and scheduling posts and engaging with followers
- Update and maintain the EduNations' website, including posting stories, impactful images and graphic data, and key information
- Oversee production and distribution of all communications and marketing materials

Grants & Project Coordination (30%)

- Assist in managing and tracking the organization's grant pipeline, including deadlines and submissions
- Work closely with the grant writing team to support writing, editing, and reviewing grant proposals
- Help prepare grant reports and required documentation for funding partners
- Support communication and coordination with grant partners as needed
- Collaborate with internal team members to gather required data and information for grants and reporting
- Help manage timelines and deadlines related to development and communications projects

Partner Meetings & Presentations (10%)

- Represent EduNations at churches, events, and partner gatherings as needed
- Assist in preparation and occasionally deliver presentations that communicate the mission and impact of EduNations
- Support relationship-building with donors, churches, and partners through clear and compelling communication



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Events, Campaigns & Other (10%)

- Support the execution and coordination of events, conferences, and donor gatherings
- Develop digital and print visual assets for events and special gatherings
- Contribute to campaign planning and execution, including seasonal and fundraising initiatives
- Support additional communications or development needs as assigned

Qualifications & Skills

- Bachelor's degree or equivalent experience in Communications, Marketing, Graphic Design, Multimedia, or a related field
- 2+ years of relevant experience in communications, marketing, or nonprofit development preferred
- Strong writing, editing, and verbal communication skills
- Proficiency in design and content creation tools (e.g., Adobe Creative Suite, Canva, or similar)
- Experience managing digital platforms, including social media and website content
- Highly organized with the ability to manage multiple projects and deadlines
- Strong attention to detail and ability to work both independently and collaboratively
- Familiarity with grant writing or willingness to learn
- Comfortable with public speaking and representing an organization
- Familiarity with AI tools for content creation is a plus
- Passion for nonprofit work and alignment with the mission of EduNations.

How to Apply

Interested candidates should submit the following to Dana Kaltenberger, U.S. Director at dana@edunations.org.

- A cover letter explaining why you are a great fit for this role
- A resume highlighting relevant experience
- A portfolio of design, video, and/or writing work