



**POSITION ANNOUNCEMENT  
Web and Social Media Assistant  
Part-Time (10-15 hrs/wk)**

Teaching for Change, a national social justice-focused education non-profit in Washington D.C., is pleased to announce an opening for a part-time Web and Social Media Assistant.

Teaching for Change provides teachers and parents with the tools to create schools where students learn to read, write, and change the world. Program areas include professional development for educators, parent organizing, and publications, including a progressive bookstore at Busboys and Poets (14<sup>th</sup> and V Streets, NW).

The Web and Social Media Assistant plays a key role in growing and maintaining Teaching for Change's online and social media presence. The position involves preparing posts and updating Teaching for Change's websites and social media pages. The Web and Social Media Assistant will work closely with the Executive Director and Associate Director. Strong candidates will demonstrate excellent attention to detail, experience with basic web design and social media, strong communication skills, and the ability to work with a diverse staff, board, and constituency.

**RESPONSIBILITIES WILL INCLUDE:**

1. Prepare web layout and design for articles, news posts, social media, e-newsletters and other communications materials.
2. Assure that content, design and posts for web sites and social media are accurate, appealing, and support the vision, mission and values of Teaching for Change.
3. Edit and write new content as needed.

**REQUIRED SKILLS AND EXPERIENCE**

- Minimum 1 year of relevant work experience required
- Portfolio of work demonstrating skills in web layout and design
- Proficiency in Drupal, WordPress, HTML, and Constant Contact preferred
- Clear and effective communication skills, both written and verbal
- Excellent attention to detail
- Ability to work independently or collaboratively
- Great interpersonal/relationship skills with people of all ethnic/socio-economic backgrounds
- Committed to the mission of Teaching for Change and social justice

Part-time position at the rate of \$14 per hour. Estimated 10-15 hours per week. Part-time employees are not eligible for benefits other than a 20% discount at Teaching for Change's Busboys and Poets Bookstore. Our office is located in the historic U Street Corridor.

Qualified candidates should send a current resume and a thoughtful cover letter explaining how they are a good fit for the position and organization to Allyson Criner Brown:  
[acbrown@teachingforchange.org](mailto:acbrown@teachingforchange.org). Only candidates of interest will be contacted. No phone calls, please.

Teaching for Change is an equal opportunity employer.