



Job Announcement

Editorial & Brand Management Assistant

Promundo-US

Washington, DC
November 2018

Overview

Promundo-US, an international non-governmental organization (NGO) working to promote gender equality and prevent violence, seeks a full-time Editorial & Brand Management Assistant to work in its Washington, DC office. This position will form part of Promundo's Communications team and will report to Annaick Miller, Communications Associate.

About Promundo

Promundo is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is a critical part of the solution to achieve gender equality. Promundo's formative research and rigorous evaluation, evidence-based programs, and targeted advocacy efforts strive to create change at multiple levels. Since 1997, Promundo's initiatives – in collaboration with partners in more than 45 countries – have reached nearly 10 million people through programs and training, campaigns and community engagement; and over 2 billion potential viewers through media, resulting in broader awareness around gender equality and violence prevention, as well as changes in attitudes and behaviors related to intimate partner violence; sexual and reproductive health and rights; and domestic work and caregiving, among others. For more information, visit: www.promundoglobal.org

Job Responsibilities

We are looking for a detail-oriented editorial project manager who is an excellent communicator with stellar editing and writing skills to join Promundo as an Editorial & Brand Management Assistant as part of a dynamic communications team. Responsibilities include:

- Collaborate with staff across departments (communications, research, programs, development, advocacy) to plan and implement Promundo's publication and communications project deliverables strategies
- Lead production process and review of designated institutional and campaign publications with project managers (e.g. research reports, advocacy briefs, program results)
- Manage publication and other communication deliverable contracts, budgets, and timelines with staff and vendors (designers, editors, translators, printers etc.), ensuring high-quality and consistency of outputs



- Research and propose new, dynamic ways to present Promundo's messages and publications as well as new research and programmatic findings
- Edit and write institutional and campaign communications (such as blogs, web content, social media, etc.) in line with institutional and campaign messaging
- Maintain integrity and application of Promundo and campaign editorial and brand style guides
- Collect, organize, and maintain photo database for use in institutional and campaign communications
- Maintain accounting system of available printed publications
- Support the communications team as needed with other responsibilities

Required Skills and Experience

- Undergraduate degree (concentration in communications, journalism, international development, gender, public health, or related field preferred) or equivalent work experience of 3 years in a professional setting
- Office experience (communications/public relations/journalism experience preferred)
- Excellent English writing, editing, and proofreading skills; experience with copyediting
- Excellent attention to detail
- Hard worker and quick learner; able to pick up on institutional voice and shape research and programmatic findings for a broad audience
- Proactive, able to handle multiple tasks and prioritize well, with strong self-motivation
- Project management and/or budget management

Desirable Qualifications

- Knowledge of gender, masculinities, international development, and/or social justice issues
- Second language skills (Spanish preferred, French, Portuguese, and/or Arabic also useful)
- Experience having managed communications vendor relationships (copyeditors, designers, translators, printers, etc.)
- Journalism and/or professional fact-checking and copyediting experience
- Graphic design (Adobe Design Suite, such as InDesign and Photoshop)
- Photo and film editing

Compensation

- Salary range of \$40,000-45,000 USD;
- Promundo provides an excellent benefits package including fully paid health/dental/vision, group life insurance; Employer retirement contributions, flex accounts, parental leave, and favorable vacation time.

Start Date

- Flexible start date; January 2019 preferred.



Process

To apply, please send a 1) resume, 2) cover letter addressed to Annaick Miller, and 3) writing sample of no more than 3 pages no later than **December 18, 2018** to: jobs@promundoglobal.org. Submission of all application materials in one PDF file preferred.

Application review begins on **December 18, 2018**; additional applications will be considered on a rolling basis until the final deadline of **January 4, 2019**.

Please write "Editorial & Brand Management Assistant" as the subject heading. Please indicate if you are legally authorized to work in the United States, and note how you came across our job posting (e.g. through which job board, listserv, type of communication). Only shortlisted candidates will be contacted.

Please note that there is another open position with the communications team at Promundo, for a Digital Engagement & Content Assistant. Applying to both positions is an option, but please do specify which position(s) you are applying for and why. Learn more here:

<https://promundoglobal.org/about/careers/>

Equal Employment Opportunity Statement

Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, do apply. We want to hear from you.

Promundo-US is committed to creating and maintaining a diverse and inclusive working space for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, and transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.