



511 6th Avenue #7138, New York, New York 10011 | t: +1.646.389.5323 | admin@g-insight.org

HIRING: Communications Coordinator/Manager

DEADLINE: November 16, 2023

LOCATION: Remote (any)

[Global Insight](#) is looking for a skillful and practiced communications professional to join our team at an exciting time of growth. The Communications Coordinator/Manager will develop and drive forward communications outputs to increase brand awareness and grow our external presence and audience.

The ideal candidate is a creative and demonstrably effective communications professional who understands the focus, purpose, and tone of applied research in the international NGO, think tank, and policy space. A familiarity with research, especially in fragile, complex, and developing contexts, is a major asset.

The Communications Coordinator/Manager should have 3-5 years of experience. You are an excellent writer, especially when it comes to explaining complex research findings to policymaker, practitioner, and public non-researcher audiences. You have an advanced attention to detail and an eye for design. While not a requirement, it is an added plus if you have experience working in the think tank, research/law clinic, or human rights space.

The Communications Coordinator/Manager can be located anywhere in the world, but you must have strong wifi, your own computer (with Windows Office Suite products), and be willing and able to work some US hours. English fluency is required.

The Communications Coordinator/Manager will work closely with our leadership and admin teams. The right person is creative and resourceful, making the most of limited resources and time. Someone ambitious, motivated, and scrappy will fit right in with our team. This will be a part-time role (25-50% time). We are open to hourly, daily, or monthly fee arrangements.

About Global Insight

[Global Insight](#) bridges the gap between research and practice. Our team of academic scholars and independent researchers produce data-driven, gender-sensitive, multi-methods empirical research that answers our most challenging questions in fragile contexts. We are experts in a range of quantitative and qualitative approaches, preferring to develop multi-method studies. Our commitment to scientific rigor is matched by our dedication to research that is unafraid of tackling sensitive questions and working in the most challenging contexts. Our work often takes the form of applied research, program evaluation, and novel data science projects. We also offer one-off and full-series courses for those undertaking scientific multi-methods research, analyzing and interpreting data, and applying findings in complex settings. We seek to foster partnerships between practitioners, philanthropic and private sector donors, and researchers. Findings from our work are shared with external audiences, including policymakers and donors, during events held throughout the year.

Responsibilities: The overall goal for this position is to grow Global Insight's brand awareness and external presence/audience.

- Develop and drive forward the communications for Global Insight.
- Grow our profile as a unique research institution in a competitive field.
- Build brand awareness around the function, purpose, and thought leadership of our researchers.
- Develop relevant and targeted communication and branding materials to disseminate across online platforms, social media, newsletter, and events.
- Identify media and digital trends, and competitive strengths and weaknesses, and act promptly on information gathered to guard and grow Global Insight's reputation and visibility
- Develop and manage relationships with key partner and donor communications contacts to contribute to a strengthened partnership with both and increased visibility of Global Insight work and team members.



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- Daily use of Slack and consistently prompt email use.
- Located anywhere, but must have consistent wifi access.

Qualifications:

- 3 years of experience for Communications Coordinator. 5+ years of experience for Communications Manager.
- English fluency required. Additional language skills are an asset.
- Bachelor's degree or equivalent experience (required).
- Familiarity with research, especially in fragile, complex, and developing contexts, is a major asset.
- Demonstrated experience communicating complex research findings to lay audiences of policymakers, practitioners, and public non-researcher audiences.
- Demonstrated ability to understand the focus, purpose, and tone of applied research in the international NGO, think tank, and policy space. Experience working in the think tank, research/law clinic, or human rights space.
- 3+ years of full-time or part-time experience, including using applications like Slack, Asana, Zoom, Teams, Google Drive, Canva, Hootsuite, Dropbox, and so forth (required).
- Demonstrated experience, with concrete markers of success, growing brand awareness in a competitive market.
- Excellent writing skills and professionalism on email.

Compensation: Commensurate with experience. This is a part-time (25-50% time) position.

How to apply: Please send your CV/resume, portfolio/examples of past work, and a 1-page cover letter to admin@g-insight.org by November 16, 2023. Use “Application: Communications Coordinator/Manager” in the subject line of your email. Questions are most welcome and can be submitted to the same email above.