



NOW HIRING: Media, Communications, and Editorial Assistant

START DATE: Summer 2018

Public Impact is a national education policy and management consulting firm based in Chapel Hill, N.C. Our mission is to improve education dramatically for all students, especially low-income students, students of color, and other students whose needs historically have not been well met.

We are a team of professionals from many backgrounds, including former teachers. We conduct research to understand what leads to better outcomes, and we develop and implement innovative solutions to create dramatic improvements for children. We apply our research and solutions by advising leading philanthropists, designing and implementing new initiatives for policy and education leaders, and advising other change agents in education. We partner with teachers and other leaders to implement changes that will help the students they serve. Major current areas of work include these:

- Teachers and leaders: extending the reach of excellent educators and teams through Opportunity Culture, teacher-leadership, career paths, pay, residencies, selection, evaluation, and leadership.
- Charter school excellence, innovation, authorizing, and growth of excellent organizations.
- School turnarounds, excellent diverse schools, finance, accountability and other topics.
- See all our work at publicimpact.com and www.opportunityculture.org

ROLE: Will include varying combinations of these and related responsibilities:

- Work with a highly experienced team; train under exceptional professionals in written and video media
- Assist with external and internal communications, social media, and grant writing
- Proofread and edit copy using Public Impact protocols, with guidance from senior editor
- Assist with videography
- Help maintain websites using Wordpress platform
- Co-plan social media strategy and outreach with team

QUALIFICATIONS:

- At least two years of experience (volunteer and/or paid) in writing, editing, and copyediting, preferably at a newspaper; knowledge of AP style; knowledge of/willingness to use APA style; ability to follow in-house style guide
- Copyediting speed: 5-8 pages per hour at 250 words/page; generally heavy copyediting is expected
- Experience with videography and/or video editing and/or video interviewing
- Excellent computer skills and thorough knowledge of MS Office software; advanced PowerPoint a plus
- Knowledge of Adobe Creative Cloud (Photoshop, InDesign, Illustrator, Premiere Pro) highly desired
- Attention to detail and a tolerance for working on multiple projects simultaneously
- Demonstrated commitment to completion of tasks on a timely basis
- Ability to communicate clearly and concisely, both orally and in writing
- Highly organized and a detail-oriented self-starter committed to quality and results
- Flexible, resourceful, and good-humored in a fast-paced, results-oriented culture
- Demonstrated ability to collaborate in teams with diverse members

LOCATION: Office in Chapel Hill, N.C. area

PAY: Starting salary dependent on experience

Please submit Public Impact employment application, cover letter, resume, and two clips to: hiring@publicimpact.com or mail to Hiring, Public Impact, 405A E. Main Street, Carrboro, NC 27510. Selected applicants will be asked to do a sample 1- or 2-page copyedit.

Public Impact is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.