



Communications Fellow

Position Type: Part-time 6-12-month Fellowship

Hybrid (In-person and remote)

About DC SCORES

Who We Are:

DC SCORES is a 501(c)3 nonprofit that builds neighborhood teams that give kids in need the skills and confidence to succeed on the playing field, in the classroom, and in life. Our core programming centers around an innovative, team-based, school-based model that integrates poetry/spoken word, soccer, and service-learning into a cohesive whole-child program, which we deliver through free after school programs and summer camps.

DC SCORES strives to be an anti-racist organization. We are committed to applying an intersectional approach to equity and advancing the many dimensions of equity in everything we do. With this lens, we are preparing for steady growth over the next five years to meet growing needs in Washington, DC. We have worked with over 25,000 children since our founding in 1994, currently serve nearly 3,000/year, and have a goal of serving 5,000 children/year by 2025.

What We Do:

Our primary focus is on serving children who attend Title I schools. We work hard to maintain a 50/50 ratio of girls and boys in our programs. We currently partner with, and provide programming for, more than 60 public and public charter schools in the District. We do not charge a program fee. All of our programming is 100% free for children and families.

About the position:

The purpose of this 6-12-month Fellowship is to increase DC SCORES' capacity to engage our stakeholders and the public in meaningful, consistent, high-quality communications about the incredible work of DC SCORES. Support the Senior Manager of Communications in internal and external communications. Provide additional capacity and support to the program team.

The Fellow will report directly to the Senior Manager of Communications and collaborate closely with Program Team members including the Chief Program Officer.

Responsibilities

Digital Media

- Assist in developing and posting content for DC SCORES' several social media channels including our website blog, Facebook, Twitter, YouTube, Instagram and LinkedIn
- Archive and track ongoing social media and website analytics in our internal database
- Research best practices for social media and develop new social media strategies for the organization
- Assists in content creation, editing, and updating to ensure brand continuity for various microsites the main DC SCORES website
- Organizing and update photo library of Flickr
- Visit schools and attend special events as a "reporter"; write blogs, live Tweet, post photos to Facebook and Instagram

Graphic Design, Videography, Photography

- Shoot video and splice clips into top-notch, high-quality videos that can be used externally
- Know the basics of taking good photos and be comfortable in any situation
- Design high quality infographics, flyers, social media content, and other material



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Additional Duties

- Maintain contact lists of stakeholders including school partners, government partners, and corporate partners
- Manage media lists, compile press clips and track coverage

Additional projects may be assigned to the Communications Fellow, depending on time and capacity. The Communications Fellow will have great discretion in how they accomplish these goals, including the ability to set their own (highly flexible) schedule and work remotely.

Qualifications

DC SCORES is an organization that values teamwork, leadership, and commitment – these traits permeate all aspects of what we do and how we do it. Ultimately, we seek individuals who are fun, driven, passionate about our work, and uphold our values.

The ideal candidate will:

- Detail-oriented with the ability to manage projects
- Be passionate about DC SCORES' mission and programs
- Have incredible attention to detail
- Be well-organized, process-oriented, and extremely conscientious about follow-through
- Be proactive and have an ownership mentality towards their work
- Be a successful team player, and also highly self-driven and capable of working alone
- Strong written communication and editing skills
- Experience using social media, including but not limited to: Facebook, Twitter, Instagram, LinkedIn Flickr, YouTube
- Excellent verbal communication skills
- Be creative, energetic, thoughtful, and bold

Spanish fluency is strongly preferred. Deep roots in Washington, D.C. a plus.

Compensation

The Fellowship is an independent contractor position. \$750/semester stipend. Stipend will increase \$50/semester for each continuous semester the Fellow stays with DC SCORES, up to 3 semesters (winter/spring, summer, fall).

To Apply

Please send a cover letter, resume, and work samples including 1 non-academic writing sample, 2 social posts, and 1 graphic design example sample via email with "Communications Fellow" in the email subject line to lpalacios@dcscores.org.

At DC SCORES, we value the safety of all our stakeholders. If you are selected for this job you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 or you must request an exemption. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working at DC SCORES.

DC SCORES is committed to advancing racial equity and to recruiting and maintaining a diverse team. Individuals from all backgrounds are encouraged to apply. DC SCORES does not discriminate on the basis of race, color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law.