**Education Next, Communications Consultant**

*Education Next*, a journal of opinion and research that focuses on K-12 education policy, is looking to hire a communications consultant. On a quarterly basis, *Education Next (EdNext)* publishes a collection of feature and research articles in an 88-page journal. Prior to the print publication of each issue, articles are released on the journal’s website www.educationnext.org.

This position will be filled on a contract basis, with financial arrangements to be negotiated. Candidates located in the Boston, Washington, D.C., or New York City area will be given preference. The Consultant may have other clients.

**Responsibilities**

The communications consultant will be responsible for promoting articles appearing in *EdNext*. Duties will include reading articles, drafting press releases and media alerts for approximately seven articles per issue, and soliciting feedback from authors and some *EdNext* editors, making changes as necessary. The communications consultant will promote the articles widely to media outlets and key organizations, and will be available to answer questions and provide additional information.

The communications consultant should also maintain a strong and multifaceted social media presence, issuing regular outgoing communications using a variety of social media platforms including Twitter, Facebook, Google+, YouTube and Pinterest.

The consultant will maintain and further develop a database of those in the print and electronic media who are likely to have an interest in the content of *EdNext*. The consultant will also create and maintain relationships with members of the print and electronic media who write about education policy.

The consultant will maintain records of press coverage, social media presence, and policy impact (mentions by public officials, legislatures, and interest groups), providing relevant information as requested for use in *EdNext* proposals and reports to funders.

Consultant should expect to travel to one or two media conferences per year to promote the journal’s research and brand.

**Qualifications**

- Two or more years of communications experience
- Two or more years of professional social media experience
- Experience working in a K-12 education policy-related field
- Strong networking skills
- Willingness to travel
- MS Office, Email CMS, Hootsuite, Facebook, Google+ Pinterest, Mail Merge

Interested candidates should send a cover letter and resume to amanda_olberg@hks.harvard.edu