Position Description - Digital Content Manager

Timeline: Hiring immediately
Location: Preference for Seattle area (remote position may be considered)
Title: Digital Content Manager

Getting Smart is seeking someone who is motivated by challenge, passionate about innovations in learning and committed to individual and team growth. We’re looking for someone who is a:

**Learner:** Our team is a group of lifelong learners. We want someone to join who is excited about the opportunity to learn and expand their knowledge and skillset. Even when it is outside of their comfort zone.

**Creator:** Strong ability to write, create and curate in multiple modalities such as blogs, briefs, releases, social media, and graphics.

**Design Thinker:** Demonstrates grit and perseverance to try new things and take projects from ideation to completion.

**Hybrid:** Fluent in the worlds of education and business and passionate about human development.

**Leader:** Everyone on our team has an opportunity to lead—from presenting insights and ideas to inform internal work, to leading projects with our partners.

**Creative Organizer:** We often consider ourselves professional plate spinners. At any given time our team members are juggling multiple partner projects and internal projects. This requires organization and an ability to self manage time and priorities.

**The Fit:** Finding the right person is really important and that includes a variety of elements. We are looking for someone with blog management, social media and learning experience. Can you say yes to most of these statements?

- I have the ability to write and curate various levels of content including blogs, social media, briefs, and graphics;
- I can storyboard and produce a podcast (or would love to learn how);
- I am comfortable in a digital and remote working environment;
- I enjoy working with a team but can also work independently;
- I believe a diverse workplace improves work product and culture; and
- I am passionate about education and life-long learning.
The Role: We are looking for someone with 3-5 years of relevant experience for the digital content manager role at Getting Smart. We will design the role with our new team member based on skillset. However, this role includes:

- Managing and organizing content across Getting Smart’s publishing channels to support client projects, editorial themes and thought leadership
- Providing editorial advising and support on staff and guest blogs
- Writing original content to support projects, campaigns and themes
- Project managing thought leadership and content campaigns
- Curating high-quality content for Getting Smart channels, including reviewing content pitches and providing feedback
- Support the loading and promotion of blogs
- Managing a team of teacher bloggers and columnists
- Research and report on the education, lifelong learning and innovation landscape

This is a full-time salaried position with competitive benefits. Some travel is required.

About Us

Getting Smart® provides advisory and advocacy services for impact-oriented partners. We design customized partnerships to amplify and extend the work of those dedicated to impacting the way the world learns. We help organizations tell their stories to a targeted audience of educators, policymakers, and thought leaders. We help individuals, companies and organizations build thought leadership, amplify impact, and extend reach. We partner with learning companies and organizations to drive a dramatic shift to powerful learning experiences for all. Our work supports and builds powerful learning experiences for schools, universities, and impact-oriented companies.

GettingSmart.com is a community of learners and contributors that cover important events, trends, products and publications across K-12, early, post-secondary education and lifelong learning opportunities.

We believe that excellence and equity in education are the most important issues for the American economy and society, and it’s our responsibility to make a positive impact. If you agree and are interested in learning more about working with Getting Smart please apply!

Digital Content Manager Application