



## Communications & Development Associate

**Location:** Remote, Africa-based (preferred East or South Africa)

**Reports To:** Director of Communications

**Type:** Full-time

**Travel:** Occasional travel required to program sites across Sub-Saharan Africa

### About Imagine

All children have immense potential, but hundreds of millions don't have access to the learning they need. Imagine Worldwide's mission is to empower millions of children across Sub-Saharan Africa with the literacy and numeracy skills they need to reach their full potential. We provide a tablet-based, personalized learning solution designed for the most challenging environments. Nine Randomized Control Trials (RCTs) across multiple countries and settings have shown dramatic learning gains, increased school attendance, and gender parity, all for less than \$7 per child per year.

Imagine Worldwide partners with governments, organizations, and communities to provide child-directed, tablet-based learning that is accessible, effective, and affordable. We are a California-based (United States) nonprofit organization operating across seven Sub-Saharan African countries. Learn more on our [website](#).

### About the Role

We are seeking a passionate, design-savvy **Communications & Development Associate** to help tell Imagine Worldwide's story across multiple platforms and support donor relationship management. This is an exciting opportunity for a digital-native communicator who is enthusiastic about education, foundational learning, and edtech, and is eager to work in a fast-paced, global team environment.

The role will play a key role in elevating our brand, amplifying the voices of our partners and communities, and supporting grant reporting and donor visits. This role is a critical member of our small but mighty "Dev/Comms Team" working to raise awareness—and resources—for our mission.

## Key Responsibilities

### **Digital & Social Media**

- Design and execute engaging content for Imagine's social media channels (LinkedIn, X/Twitter, Instagram, etc.).
- Manage and regularly update Imagine's website content to ensure it remains accurate, up to date and engaging.
- Track social media and website analytics and optimize content strategy based on performance.

### **Editorial & Storytelling**

- Research, write, and edit blog posts, newsletters, case studies, and success stories.
- Contribute to various team reports, the annual report, and other external communications materials.
- Help develop and maintain our editorial calendar across platforms.
- Collaborate with the Development Team to draft and edit donor-facing communications, including proposals, pitch decks, impact reports, and stewardship materials as needed.
- Assist in the preparation of fundraising campaign assets and communications.
- Support the development of conference abstracts, presentations, and other submissions.

### **Event & Partner Engagement**

- Support the planning and hosting of funder site visits, in-country board meetings, and program events/public relations efforts on the ground in collaboration with field partners.

### **Content & Asset Management**

- Organize and maintain Imagine's digital asset library (photos, videos, templates, etc.).
- Ensure easy access to up-to-date communications materials across the organization.

### **Visual Design Support**

- Provide light graphic design support (using Canva, Adobe Express, etc.) for presentations, slide decks (Google slides and PPT), proposals, and internal or external reports.

### Ideal Candidate Profile

- A strong writer and communicator with a sharp eye for detail and a passion for storytelling.
- Experienced in managing social media platforms and creating content that drives engagement. Thorough understanding of social media planning, with a balance of hands on execution.
- Knowledge of using social media analytical tools.
- Highly organized and self-motivated, able to manage multiple projects and deadlines independently.
- Detail-oriented with exceptional event planning and logistics skills.
- Familiar with education challenges and contexts in Sub-Saharan Africa; lived or professional experience in the region preferred.
- Comfortable working remotely with colleagues across time zones and cultures.
- Supportive of education technology and equity-centered approaches to learning.
- Bonus: Basic skills in graphic design tools (e.g., Canva, Adobe Suite); web editing experience (e.g., WordPress, Squarespace).

### Minimum Qualifications

- Bachelor's degree or equivalent experience in marketing, communications, journalism, public relations, international development, or a related field.
- 3-5 years of relevant work experience.
- Strong command of written and spoken English; additional language skills a plus.
- Must be based in Africa (ideally in East Africa or Southern Africa) and eligible to work in your country of residence.

### What We Offer

- A mission-driven, global team working at the intersection of education, technology, and equity.
- Opportunities for professional growth and international collaboration.
- The chance to make a measurable impact on children's learning in underserved communities.
- A remote organization with flexible work hours.

### Compensation & Benefits

Salary is competitive and commensurate with experience.

### How to Apply

Please submit a resume, a brief cover letter, and 2-3 writing samples or portfolio items. Please include examples of previous work relevant to the key responsibilities of this role.

Details on Imagine's operations, countries reached, leadership and funders can be found at [imagineworldwide.org](http://imagineworldwide.org).

Please submit a resume and your personal details via this link - [online application](#).

\* \* \*

Imagine Worldwide is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.