

Helen Keller Intl Job Announcement

Officer, Special Projects and Internal Communications

*Remote –to be based in any location where Helen Keller is a *registered employer.*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

The Officer of Special Projects and Internal Communications will work throughout a newly formed Growth and Branding team to steer several known projects that touch many areas of the team, such as annual planning, building investment cases, and steering state fundraising registrations, and have the mindset, skills, and flexibility to manage emerging projects that have the promise of advancing growth. The Officer will also collaborate closely with Chief Growth and Branding Officer, President and CEO, and People and Culture team to map out internal communications, write, edit, and produce written communications and presentations to the fuller Helen Keller staff.

Functional Relationships

The Officer reports to the Chief Growth and Branding Officer, and is a strong collaborator, working confidently with leaders and staff throughout the Growth and Branding Group, the office of the President and CEO, with other Executive Leadership Team members, with the People and Culture team, and others as well. The Officer is not only comfortable with collaboration but thrives on it.

Key Responsibilities

- **Dynamic participation:** Join and sometimes represent the Chief of Growth and Branding during team meetings, liaising on their behalf, offering support as needed, responding to needs of Growth and Branding Group leaders, scheduling key conversations, and contributing to discussions.
- **Strategies and planning:** Coordinate discussions among Growth and Branding Group leadership, develop strategy and planning documents, and coordinate contributions to strategic planning, annual plans, strategic initiatives, investment cases, organizational charts, and other elements of our strategies.
- **Emerging projects:**
 - Help identify, coordinate, and project-manage emerging projects, especially those that have the promise of advancing growth.
 - Shape Requests for Proposals for vendors, coordinate proposal teams, make assignments as needed.
 - Bring to fruition special projects, effectively managing timelines, running meetings, meeting timelines, developing and communicating clarity about who is responsible, accountable, consulted, and informed (RACI).

- Internal Communications:
 - Create a map and processes to source topics for internal communications.
 - Drive the internal communications calendar.
 - Respond to and help shape communications topics prioritized by the Executive Leadership Team and other leaders.
 - Craft messages, sometimes taking others' material and transforming it into accessible, clear, on-brand language and presentations.
 - Edit, seek, incorporate, and respond to feedback.
 - Post messages on and help organize SharePoint sites.
 - Utilize and provide feedback to the Center for Branding on designs and templates. Deploy, test, and shape a variety of communications tools.
 - Craft internal communications protocol to be utilized throughout Helen Keller.
 - Host discussions, demonstrate by doing, answer questions, serve as backstop and council to colleagues as they deploy new protocol.
- Team thriving: Participate in, help shape, schedule, and coordinate group retreats and special meetings.
- Administrative duties: utilize branded templates, provide logistical support for meetings, serve as backstop to events staff and Office of the President and CEO, and undertake other administrative duties as needed.
- Take on other assignments as needed.

Qualifications

For our team to be a great fit for you, the following qualifications should resonate with you:

- Education and Experience: Bachelor's degree or equivalent required, Master's Degree desirable, plus 5 years in a project support or team coordination role, with experience in communications, fundraising, or program support or equivalent combination of education and experience.
- Experience with non-profits, fundraising or branding teams, international health a plus.
- Experience managing vendor relationships.
- Excellent written and verbal communications and interpersonal skills.
- Solid organization skills: comfort navigating in a busy environment, manage and meet deadlines, ask for help, work within existing processes, develop new processes, and solve problems with rigor and creativity. Deftly move projects from conceptual stages to launch.
- Collaborative, independent, and inter-dependent, in balance: forge partnerships, seek input, lead discussions that honor what each member brings, make space for others, support the quieter people so they too can contribute in group settings. Ability to work independently.
- Agility and flexibility: ability to pivot, take on new projects, respond to arising needs, and shift course when needed.
- Efficiency: demonstrated ability to identify areas to increase efficiency and to take action.
- Fluency with Microsoft and online applications: fluency with Word, Excel, PowerPoint, SharePoint, and Outlook. Early adopter with AI, facile with google and other online applications, eagerness and ability to learn systems. Familiarity with project management software (Asana, Basecamp, etc.) is a plus.
- Sensitivity: treat confidential information with care and maintain discretion.
- Ability and willingness to accommodate multiple time zones. Core work hours are expected to follow Eastern Standard Time (US).

- Travel: Ability to undertake limited, mostly domestic travel for occasional conferences and visits to programs or vendors.
- Languages: English is our primary language. Some French is desirable.

Fairness, Belonging and Zero Tolerance to Abuse

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to Organizational Values.

Compensation

Helen Keller offers a comprehensive rewards package, including health and dental coverage, paid leave, and professional development. Specific offerings may vary by country in accordance with local laws.

The compensation for this position will be aligned with the local salary structure. The full-time annualized salary range for this position is \$68,000 to \$102,000, with the midpoint of the salary range at \$85,000.

To Apply

Qualified candidates should submit a cover letter and resume to: HKL.Recruitment@hki.org. Applications will be accepted until the position is filled.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.

***Locations where Helen Keller is a registered employer:** Bangladesh, Burkina Faso, Cambodia, Cameroon, Cote d'Ivoire, DR Congo, Guinea, Kenya, Mali, Madagascar, Mozambique, Nepal, Niger, Nigeria, Philippines, Senegal, Sierra Leone, Tanzania, and United States: California, Colorado, Connecticut, District of Columbia (DC), Florida, Georgia, Hawaii, Idaho, Louisiana, Maine, Maryland, Massachusetts, Minnesota, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Vermont, Virginia, Washington, and Wisconsin.