



Honored, Program Associate

Description

ORGANIZATION

Honored is a national nonprofit organization dedicated to honoring and elevating great teachers. By celebrating the extraordinary impact teachers have on the lives of their students, Honored's initiatives help to engage, inspire, and retain great teachers across the country. Honored's work focused on recognizing teachers' impact, telling their stories, and advocating around issues that affect teachers' ability to thrive in their role. Honored's recognition platform allows students and families to provide teachers with meaningful affirmations and individualized recognition that research shows keeps teachers in the classroom and inspired to advance in their craft. Honored also focuses on elevating students' stories through profiles by world-class writers, social media, and other venues. Honored helps to ensure that teacher recognition is seen as a key lever for supporting teacher morale and longevity in their role and advocates around issues that are critical to teachers' happiness and success.

For more information, visit Honored.org.

OPPORTUNITY

We are seeking a dynamic Program Associate who is excited to join a small, fully remote team to make a big impact. As the sole Program Associate at Honored, this role works closely with the Executive Director to support the management and implementation of programming and overall operational responsibilities for the organization.

RESPONSIBILITIES

Key responsibilities of the Program Associate include:

- Support program implementation for Honored initiatives
- Correspond with key stakeholders including students, teachers, school administrators, donors, and partners
- Help to create and implement social media strategy; manage, monitor, update and interact on Honored's social media accounts (Facebook, Twitter, Instagram, LinkedIn, TikTok)
- Draft copy for projects including but not limited to: email marketing, media outreach to garner press coverage, website content, and donor outreach
- Support fundraising efforts, including prospecting, drafting grant applications, and supporting reporting processes
- Support website editing and development
- Support podcast development and editing
- Analyze data, identify key takeaways, and communicate findings to the Executive Director
- Consistently demonstrate the values and mission of Honored

HONORED

- Support administrative responsibilities as necessary, such as scheduling and meeting logistics
- Support special events and special projects, as needed
- Perform other duties as assigned

QUALIFICATIONS

A successful candidate will possess:

- Bachelor's degree or commensurate professional experience to a bachelor's degree
- Approximately 1-3 years of professional experience
- High level of personal responsibility, initiative, and motivation with strong organizational skills; ability to drive projects forward and be persistent, as well as be flexible and patient
- Strong verbal communications skills
- Strong analytic, strategic, and planning skills
- Top-notch writing skills, and an ability to effectively tailor multiple types of communications to the appropriate audience (e.g., social media blurbs, newsletters, press releases, emails, reports)
- Comfort with various social media platforms, including Instagram, Twitter/X, Facebook, LinkedIn, and TikTok
- Ability to prepare, review and analyze data
- Excellent interpersonal skills, customer service orientation, and strong collaborative teamwork skills
- Ability to work both independently and collaboratively in a deadline-driven environment
- Comfort using and expanding knowledge on Google Workspace, particularly Google Sheets
- Experience with podcast recording and editing is preferred but not required
- Commitment to fostering diverse, equitable and inclusive practices in all workstreams and challenging practices which may be exclusionary

COMPENSATION & BENEFITS

This position offers a competitive salary range of \$48,500-\$52,500 and benefits including generous leave time and excellent healthcare benefits. Salary will be commensurate with background and experience.

Honored provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

HONORED

TO APPLY

Send your resume to careers@honored.org with the subject line "Program Associate." In lieu of a cover letter, please answer the following two questions and send as a separate PDF with your resume. Please keep the total word count for both responses under 400 words. Applications with longer responses will not be considered. Note that your answers to these questions will be used to assess your ability to write clearly and concisely in a professional setting.

1. What excites you the most about working at Honored?
2. What evidence of success can you share to show that you will excel as the Program Associate at Honored?