Purpose: The International Coalition of Girls' Schools (ICGS) is the leading advocate for girls' schools, connecting and collaborating globally with individuals, schools, and organizations dedicated to educating and empowering girls.

Vision: We are united in elevating women's leadership worldwide by educating and empowering our students to be ethical, globally minded changemakers.

Principles: ICGS engages the power of many voices to strengthen our schools, communities and world; uplifts learning communities committed to diversity, equity, justice, and belonging; challenges individuals to imagine and explore new possibilities; inspires the next generation of global citizens to lead with courage, competence, and empathy; and prepares girls for lives of commitment, confidence, contribution, and fulfillment.

COMMUNICATIONS & EVENTS MANAGER
The Communications & Events Manager assists in implementing communications and marketing plans that promote ICGS strategic priorities, programs, and initiatives to advance girls’ schools, and assists in implementing the Coalition’s professional development programs to enrich the knowledge and skills of the faculty and staff within the ICGS community.

RESPONSIBILITIES
Constituent Communications / Public Relations
• Strategize campaigns and post content on the Coalition’s social media channels of Instagram, Facebook, Twitter, LinkedIn, and YouTube
• Assist in the creation of materials (print and electronic) that describe and document the benefits of girls’ schools
• Highlight the work of member schools and others through ICGS outreach
• Develop and disseminate Coalition Connection, ICGS’s biweekly newsletter
• Assist in maintaining the ICGS website as a compelling point-of-entry for current and prospective members, sponsors, strategic partners, and the public
• Work closely with the Director of Strategic Communications & Programming to develop effective means of outreach and produce timely written and visual communications, including slideshows, infographics, blog posts, talking points, podcasts, and other collateral

Coalition Events
• Assist in the development and execution of in-person and virtual professional development opportunities that deliver multi-themed regional, national, and
international programming to member schools and enhance the reputation and raise the visibility of ICGS as the thought leader in girls’ education

- Develop relationships with Coalition partners, including hotel management, caterers, A/V professionals, digital application developers, transportation services, and school personnel in order to deliver the highest quality experience for program participants
- Travel to venue sites to plan the successful implementation of programs
- Address logistical concerns related to the delivery of Coalition events, and work to streamline and enhance the experience for all participants
- Attend all programming as needed and coordinate with venue staffing so that all real-time needs are met during Coalition events

**Online Learning**

- Work directly with the Director of Research Initiatives & Professional Learning to coordinate Intro to Girls’ Schools course to ensure that all logistical considerations are addressed
- Operationalize new online courses in Thinkific and other platforms as necessary
- Manage all Thinkific content and participant questions
- Coordinate with instructors of online courses to keep materials and resources up to date and carefully cataloged
- Provide support for the Global Action Research Collaborative on Girls’ Education cohorts and assist in implementing programming

**Collaboration with the ICGS Team**
The Communications & Events Manager reports directly to the Director of Strategic Communications & Programming, and is an important member of the ICGS team. The Communications & Events Manager will also collaborate with other members of the Coalition team to ensure that all communications and events undertaken and distributed on the Coalition’s behalf are reflective of the work of the Coalition and effectively meet the needs of our membership. Additionally, the Communications & Events Manager will assist in ICGS Territory Management efforts, and will serve as a liaison for Headways cohorts, and complete all other duties as assigned.

*ICGS is a virtual office (hours 8:30 a.m. – 5:00 p.m. ET). ICGS applicants may reside and work from any country in a virtual office environment. All meetings are held via Zoom.*

The application period for this position closes June 30, 2023. Interviews will commence in July 2023, with the position start date to occur in August or September 2023.

**To Apply:**
Before July 1, 2023, candidates should submit electronically:

- Letter of interest referencing connection to position requirements
- Current resume
To Kathleen Osborne, Director of Strategic Communications & Programming, at kosborne@girlsschools.org.

Interested individuals are encouraged to visit the ICGS website, www.girlsschools.org.