



## **Evaluation and Communications Consultant, Higher Education Programs**

Partners of the Americas (Partners) is seeking a consultant to support its higher education program, [100,000 Strong in the Americas Innovation Fund](#) (100K). Partners administers this capacity building program for higher education institutions to increase the number and diversity of students studying abroad between the U.S. and Latin America & the Caribbean.

The consultant will use evaluation results from already completed 100K grants to develop easy to understand promotional materials to be shared through Partners' website, blog, PowerPoint presentations, and social media platforms. These materials will be shared widely but are intended to highlight impact of the Innovation Fund for donors and potential applicants.

### ***Qualification/Skills:***

- Strong analytics skills and previous experience working on promotional materials and reports
- Background in communications or marketing
- Ability to draft promotional materials that are on brand and attract the attention of our target audience or guide a graphic designer in developing the materials.
- Excellent written communication skills and fluency in English
- Experience writing or analyzing data within higher education is a plus
- Excellent organizational skills and strong attention to detail

### ***Responsibilities:***

- Review evaluation results and select key findings to be presented
- Draft promotional materials including graphics, blogs, and PowerPoint slides
- Finalize materials based on feedback
- Draft a social media guide for disseminating materials

Consultancy is based on deliverables and can be completed remotely. All source materials will be provided by Partners. Deliverables must be completed by September 29, 2017.

Interested candidates must submit a resume and cover letter by August 18, 2017 to Penelope Kim at [pkim@partners.net](mailto:pkim@partners.net). Position is open until filled. Partners is an Equal Opportunity Employer. Only finalists will be contacted.