



**Position: Knowledge Management Coordinator – Temporary**

**Reports to:** Sr. Knowledge Management Specialist

**Background:** CORE Group fosters collaborative action and learning to improve and expand community-focused public health practices. Established in 1997 in Washington D.C., CORE Group is an independent non-profit organization and home of the *Community Health Network*, which brings together CORE Group member organizations, scholars, advocates, and donors to support the health of underserved mothers, children, and communities around the world.

CORE Group contributes Knowledge Management (KM) services and expertise to the TOPS Consortium through the facilitation of the FSN Network. More information on CORE Group, TOPS, and the FSN Network is available online: <http://www.coregroup.org/tops>

**Purpose:** The Knowledge Management Coordinator will be responsible for supporting the CORE Group/ TOPS KM Team by keeping the websites and newsletters updated with new and relevant content, managing meeting and event logistics, engaging the community through promoting the different aspects of the FSN and Community Health Networks, and providing additional logistical and communications support when needed.

Note: This is a temporary position until August 15, 2015, with the possibility of extension.

**Duties and Responsibilities – Include but are not limited to:**

1. Assist with updating and maintaining the CORE Group/ FSN Network websites with relevant and timely content to meaningfully direct website traffic.
2. Assist with gathering content for newsletters to members of the CORE Group/ FSN Network that highlights key events, resources, opportunities, news and job announcements.
3. Coordinate logistics for and support meetings, events, and webinars; from hour-long consultations to week-long training events.
4. Assist in development of new materials and editing of current materials, including layout and formatting.
5. Work with the TOPS Sr. Communication Specialist and CORE Group Communications Associate to ensure that appropriate outreach materials and messages are available for dissemination.

6. Manage subscribers and dissemination of messages through the CORE Group *Community Health Network* listservs.
7. Contribute to the strategy for expanding and deepening participation in topic specific discussion forums, using best practices in supporting online communities.
8. Support the development of regular feedback channels from users of the site, to determine trends, needs, opportunities.

### **Knowledge, Skills and Abilities**

- Strong written and verbal communication skills; familiarity with tailoring messaging to diverse stakeholder groups.
- Familiarity and interest in food security, and understanding of key issues surrounding implementation of food security programs.
- Experience in Microsoft Suite Software. Experience in Adobe Suite Software helpful.
- Familiarity with Web 2.0 tools, and Drupal content management systems.
- Ability to multi-task and manage multiple deadlines.
- Must have the ability to work under pressure with flexibility in a team setting.
- Basic layout and design skills helpful.
- At least two years of work experience, in knowledge management and/or communications.
- Must be fluent in English. French or Spanish language skills a plus.
- Ability to travel nationally and internationally as required.

Only U.S.-based candidates will be considered. Candidates will be expected to begin work within two weeks of hiring. Relocation package is not available.

As stated above, this is a temporary position until August 15, 2015. Extension is possible depending on funding.

To apply, please email your resume and cover letter to [coregrouphiring@gmail.com](mailto:coregrouphiring@gmail.com). Use *KMCoordinator\_LastName* as the subject line – no phone calls please. Only potential interviewees will be contacted.

For more information visit our website at [www.coregroup.org](http://www.coregroup.org)