

COMMUNICATIONS ASSOCIATE

National Council of Higher Education Resources (NCHER)

Location: Remote (U.S.) with occasional travel for conferences and in-person events

Employment Type: Full-Time

Level: Entry-Level, 0–2 years of experience

Salary Range: \$43,000–\$55,000, plus benefits

About NCHER

NCHER is the leading national trade association for postsecondary education finance and student success. It unites the organizations that help students access, finance, and complete education after high school with the support they need to thrive. This includes scholarship and financial-wellness organizations, private lenders, federal loan servicers, guaranty agencies, state grant agencies, and a growing number of higher education institutions.

Job Description

NCHER is hiring a Communications Associate to help strengthen both our internal and external communications. This is an entry-level opportunity for a strong writer and skilled digital content creator who wants hands-on experience across public relations, social media, digital content, and member communications at a national trade association working at the center of higher education finance and policy.

The Communications Associate will help turn NCHER's ideas, expertise, events, and member activities into clear, engaging, and visually polished content. The ideal candidate enjoys both writing and content production and is comfortable taking a project from initial concept through final execution. You'll work closely with, and report directly to, NCHER's President.

Responsibilities

- Draft, edit, and polish written content across formats, including member communications, LinkedIn posts, website copy, newsletters, event promotions, and other public-facing materials
- Develop professional and engaging social media content, with a particular emphasis on strengthening NCHER's presence on LinkedIn and X
- Create polished social media graphics and other digital assets, including promotional materials for events, conferences, member initiatives, and organizational announcements
- Produce and edit video content for NCHER's website and social media channels, including short-form clips, long-form videos, captions, titles, graphics, and other basic post-production elements

- Write, design, and format one-pagers, fact sheets, and other public-facing documents for NCHER members, Capitol Hill staff, and other external audiences
- Produce white-label communications materials, including social media graphics, that NCHER members can customize for their own organizations and audiences
- Support the development of NCHER's newsletter, including producing first drafts with the help of in-house tools
- Help maintain a consistent voice, visual identity, and high-quality communications presence across NCHER's channels
- Manage multiple assignments and deadlines while ensuring content is clear, accurate, polished, and appropriate for its intended audience

Qualifications

- **Strong writing ability — this is non-negotiable**
- A self-starter mindset with a high sense of urgency and ownership over your work
- 0–2 years of relevant experience; a bachelor's degree in communications or equivalent experience
- Comfort learning and using AI tools as part of your day-to-day workflow
- Ability to work independently and stay organized in a fully remote environment
- Familiarity with graphic design and video editing tools such as Canva, Adobe Creative Suite, or comparable tools
- Familiarity with podcast recording platforms like Riverside or StreamYard is a plus

Our Culture

Our team culture is grounded in the following guiding principles:

- **Collaboration.** We work together with a bias towards action, leveraging diverse skills and perspectives—including external partners—to deliver better results.
- **Humility.** We know we do not know everything, we stay open to feedback and ideas, and we recognize that mistakes create powerful learning experiences.
- **Adaptability.** We pivot in response to new challenges or circumstances and view unforeseen or adverse situations as opportunities to grow.
- **Integrity.** We are honest and act with the kindness and compassion expected of individuals possessing courageous moral character.
- **Respect.** We treat every person with dignity, recognizing everyone's unique contributions to our shared success.

Compensation and Benefits

- Salary range of \$43,000–\$55,000, commensurate with experience
- Fully remote, with occasional travel required for conferences or other in-person events a few times a year
- All federal holidays, plus 15 days of vacation per year (accrual basis) and 15 sick days per year (accrual basis)
- Option to participate in retirement savings plan with a competitive employer match
- Employer assistance with health and life insurance

How to Apply

Please submit a résumé, cover letter, and portfolio or work samples demonstrating your writing and content-production abilities to jobs@NCHER.org. Samples should include:

- At least two writing samples: one social media caption or post, and one longer-form piece
- Examples of social media graphics or other designed materials
- At least one example of video content you created or edited
- A one-pager, fact sheet, presentation, or similar public-facing document, if available

Applicants may submit links to an online portfolio or attach individual work samples.

The National Council of Higher Education Resources provides equal employment opportunity to all individuals regardless of their race, color, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.