



COMMUNICATIONS SPECIALIST (CONTENT WRITER AND EDITOR)

Job Announcement

Title: Communications Specialist (Content writer and Editor)

Reports to: Communications Lead

Position: Full-time, Remote (Eastern Time Zone)

Compensation: \$75,000-\$80,000/yr, strong vacation & benefits package

Application Deadline: August 31, 2026

About the Agroecology Fund (AEF)

The Agroecology Fund (AEF) is a multi-donor fund supporting agroecology movements worldwide. The Fund aims to support resilient food systems that promote the economic and nutritional well-being and human rights of small farmers and Indigenous Peoples and their communities, strengthen biodiversity conservation, and mitigate climate change.

The Agroecology Fund operates with a small and decentralized team, working remotely from different countries. It is a dynamic organization with ample room for leadership. This is an excellent opportunity to work at a global level to amplify grassroots agroecology around the world. The Agroecology Fund is fiscally sponsored by the Global Greengrants Fund.

Summary

The Agroecology Fund (AEF) is seeking qualified applicants for a Communications Specialist (Content Writer and Editor). This position leads the development of compelling editorial content that amplifies the voices of grassroots movements, Indigenous Peoples, food producers, and agroecology practitioners in AEF's network, taking end-to-end ownership of AEF's writing needs from story identification through drafting, editing, publication, and dissemination.

The Communications Specialist works closely with the Communications Lead, program teams, and regional partners to support:

1. Researching, writing, and editing high-quality storytelling and strategic communications products, including feature stories, blogs, newsletters, briefs, press materials, repackaging reports, compendium, and producing AEF's annual report
2. Serving as lead writer/editor for high-profile donor products, maintaining AEF's editorial style guides and standards, and upholding a movement-centered, inclusive editorial voice
3. Coordinating multilingual communications workflows across English, Spanish, French, and Portuguese, working with translators, regional teams, and reviewers
4. Commissioning and managing external freelance writers, editors, copy editors, and translators
5. Coordinating publication and strategic dissemination of editorial content to expand the reach and visibility of agroecology narratives globally for both print and digital platforms.

This is a full time staff position.

Primary Responsibilities

Editorial Content Development & Storytelling

- Develop and manage AEF's annual editorial calendar, ensuring a consistent pipeline of content aligned with organizational priorities and key global moments, including Climate Week, COP, and other strategic events.
- Identify and develop compelling stories that amplify the voices, experiences, and initiatives of grantees, grassroots movements, Indigenous Peoples, food producers, and regional partners.
- Contract external writers for special articles and reports, working with them as a collaborative editor.
- Collaborate closely with program teams including Monitoring & Evaluation, Resource Mobilization, and Learning teams as well as Regional Funds and partners, to identify high-impact storytelling opportunities and sustain a strong editorial pipeline throughout the year.
- Conduct interviews with grantees, partners, donors, and other stakeholders to gather firsthand material that captures the impact of AEF-supported movement-building initiatives.
- Adapt writing style, tone, and messaging for diverse audiences, including philanthropic donors, partners, media, policymakers, and grassroots movements.

Content Production Across Communications Products

Research, write, and edit content across the following areas:

- Annual report: Lead the writing, editing, and production of AEF's flagship annual report, coordinating inputs across program and regional teams
- Strategic communications: Project briefs, brochures, key messages, media statements, press releases, op-eds, and fundraising outreach materials
- Narrative content: Feature stories, human-interest pieces, blogs, newsletters, compendiums, and website content
- Publications & knowledge products: Distill and repackage findings from technical reports and learning outputs into concise, audience-friendly fact sheets and knowledge products
- Event communications: Develop and coordinate materials supporting AEF's participation in and hosting of meetings, conferences, webinars, campaigns, learning exchanges, and workshops.

Editorial Excellence & Quality Assurance

- Serve as lead writer and editor for high-profile communications products, providing final review and copy editing to ensure clarity, accuracy, and adherence to AEF's editorial standards prior to publication.
- Develop and maintain editorial style guides and workflows that ensure consistency across all communications products.
- Verify factual accuracy and confirm proper attribution, consent, and accurate representation when featuring grantees, communities, or partners in published materials.
- Uphold an inclusive, movement-centered editorial voice that reflects the principles of trust-based philanthropy and respectfully represents the perspectives of grassroots partners and communities.

Global Editorial Coordination

- Coordinate the development of multilingual communications products by working with translators, freelance writers, regional teams, and reviewers to ensure editorial quality across English, Spanish, French, Portuguese, and other languages as required.
- Manage editorial workflows for global publications, ensuring content is culturally appropriate, accurately translated, and delivered on schedule.

Rapid Response & Strategic Writing

- Produce or refine communications materials under tight deadlines in response to emerging priorities, major announcements, events, or external developments.
- Support the Communications Lead in preparing strategic communications products during high-profile campaigns and organizational moments.

Management of External Editorial Consultants

- Commission and manage freelance writers, copy editors, and translators as required.
- Prepare Terms of Reference (ToRs) and scopes of work for editorial assignments, including graphic design for publications and digital media.
- Develop budgets, cost estimates, and timelines for editorial, copyediting projects and graphic design.
- Coordinate external consultants to ensure timely delivery and consistently high editorial standards.

Publication & Strategic Dissemination

- Coordinate the publication and strategic dissemination of editorial content across AEF's communications channels, ensuring timely and consistent distribution to priority audiences.
- Identify opportunities to syndicate, republish, and cross-promote editorial content through partner organizations, movement networks, regional funds, and aligned publications to expand the reach and influence of agroecology narratives.
- Work closely with partners to identify opportunities for strategic placement of stories, blogs, op-eds, and feature articles in, sector publications, and partner platforms.
- Collaborate with grantees, regional funds, and partners to maximize the visibility and impact of editorial content through newsletters, websites, social media, events, partner communications channels, and external platforms.

- Adapt and repurpose editorial content into multiple formats and products to extend its reach and lifecycle across different communications channels and audiences.
- Track the reach and uptake of key editorial products, documenting examples of content amplification, republication, media pickup, and engagement to inform future editorial and dissemination strategies.

Additional Tasks

Carry out other communications-related duties, as assigned, to support the Communications Lead and contribute to the effective functioning of the Communications team and the successful delivery of the Agroecology Fund's communications strategy.

Essential Qualifications:

- Advanced university degree (Master's degree or equivalent) in Communications, Journalism, English, International Development, or another relevant field is required.
- A minimum 5-7 years of progressively responsible professional experience in writing, editing, journalism, publishing, editorial communications, or communications for international development.
- Experience working as a writer, editor, journalist, sub-editor, copywriter, or in a similar editorial role.
- Experience producing annual reports and repackaging complex technical report findings into clear, engaging, and accessible communications products for non-technical audiences
- Excellent writing, editing, and proofreading skills, with exceptional attention to detail and the ability to adapt writing style and tone for diverse audiences.
- Familiarity with climate change, food systems transformation, agroecology and movements and current issues in agroecology

Language Skills

- Bilingual Spanish and English; excellent verbal and written skills in both languages is desirable

Desired Qualifications:

- Demonstrated experience producing high-quality editorial content for international organizations, foundations, NGOs, media outlets, or philanthropic organizations.
- Proficiency in one or more additional languages, particularly Spanish, is desirable. Knowledge of French or Portuguese would be an asset.
- Ability to work independently, exercise sound editorial judgement, and proactively
- Experience managing multiple editorial projects simultaneously while meeting competing deadlines.
- Previous experience working in US or European philanthropy

Terms of employment

- Time: Full-time position, open-ended contract
- Status: Employee or consultant, depending on worker's location
- Compensation: Salary range is \$75,000- \$80,000 (Annual), commensurate with qualifications and experience

- Full benefit package
- Approximate start date: September 2026
- Location: Virtual (anywhere), but should be able to work on Eastern Standard Time with reliable internet access
- Reports: to Communications Lead

How to Apply:

Please fill in the application form and upload your CV, Cover letter, writing samples and portfolio (if available) [here](#)

In the cover letter, please include:

- Examples of writing experiences such as annual reports, policy briefs, case studies, blogs, compendiums, and other knowledge products, including editing technical reports for external audiences.
- Experience of coordinating multi-author publications and blog series, including managing editorial workflows, liaising with contributors, and ensuring timely publication.

Applications will be reviewed on a rolling basis, and only shortlisted candidates will be contacted.

Equal Opportunity Employer

As a global organization, we recognize the importance of our staff reflecting the communities our work aims to benefit. We are a dynamic organization that values creativity and innovative thinking and fosters strong teamwork based on mutual respect. We are an equal opportunity employer. We encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex.