**YouthSpark Engagement Manager – Microsoft Corporate and US Citizenship**

**Status: Full-Time Vendor**

At Microsoft, our mission is to help people and businesses around the world realize their full potential. Through our YouthSpark initiative, in partnership with governments, nonprofit organizations, and businesses, we aim to create opportunities for 300 million young people over the next three years by connecting them with greater opportunities for education, employment, and entrepreneurship.

We are seeking an individual with education experience—as a teacher or administrative personnel in K-12 or at the university level—and digital expertise to manage an online community of educators, thought leaders, and government elites working in education and youth empowerment. This person should be fluent in the issues and topic areas facing US education today, including innovative teaching methods utilizing technology and social media, understand how to engage a community online, and be able to manage relationships offline. This is an outward facing role that requires 20% travel and exceptional writing and speaking ability.

This is a contract position from July 30, 2013 through June 2014.

**Job description:**

* Serve as the primary manager and driver of the online community
* Build online and offline relationships with educators, government elites and key stakeholders
* Identify and analyze issues, patterns and trends in audience behavior
* Create and curate content: blog posts, articles, podcasts, videos, memes and screencasts
* Proactively escalate issues, observations, opportunities, and insights to project owners:
	+ Issues, opportunities and insights
	+ Messaging/engagement tactics effectiveness
	+ Frequently asked questions noted
	+ Identifying user generated content
	+ Establish metrics & report on them on a monthly basis including recommendations

**Ideal Candidate:**

* Has a passion for education and youth issues
* Experience using technology as a teaching method
* Is extremely social & creative
* Excellent written and verbal communication skills
* Loves helping people and finds it rewarding to solve people’s problems. Then proactively uses that experience to make the whole experience/community better.
* Likes working hard and thrives on the excitement of a goal-oriented team
* Is an independent, creative self-starter who enjoys running with things while keeping everyone inside and outside the company in the loop

**Qualifications**:

* Has 5+ years of experience in education
* Comfortable using Word, Powerpoint and Excel
* Demonstrated knowledge of social media, community building, relationship marketing and communications
* Fluent in the issues facing American education today, including Common Core