

Career Opportunity
Digital Operations Coordinator
Social Media | Website | Email | Digital Campaigns

Reporting to: Head of Strategic Communication

Location: Islamabad/Karachi

No. of Positions: 1

Employment Type: Full-time - In-person

Teach For Pakistan is a national non-profit organization committed to creating a powerful social movement for equity and excellence in education. We enable Pakistan's best young talent to teach for two years in underserved communities, and drive systemic change in education throughout their lives. Teach For Pakistan envisions the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking and engaged citizens.

The Role

This is an opportunity to work across the full digital communications ecosystem of a growing national education organisation. We're looking for a Digital Operations Coordinator to help keep our digital presence current, consistent and engaging.

This is a hands-on execution role for someone who enjoys making things happen: publishing content across social media, managing our email communications, keeping website content up to date, creating simple digital assets, and making sure the systems behind our digital channels run smoothly.

You'll work closely with the Communications team to turn established content plans and campaign briefs into high-quality digital execution. You'll have ownership of day-to-day digital operations, while working across teams and external partners on strategy, creative development and more complex technical work.

Because you'll help manage how we show up online every day, we're looking for someone who combines strong execution skills with good judgement, attention to detail and an understanding of how to communicate professionally with different audiences.

Primary Responsibilities

Social Media & Community Management

- Publish content across social media platforms according to an agreed content calendar.
- Work with the communications team to format, quality-check and schedule content for publication.
- Monitor comments, messages and other audience interactions, responding to routine queries within agreed guidelines.
- Identify and escalate sensitive, reputational, safeguarding, media-related or otherwise significant issues to the appropriate team member.
- Maintain consistent formatting, tone, tagging and publishing standards across platforms.
- Track basic social media performance and flag useful trends, opportunities or issues.

Email Communications

- Manage the newsletter pipeline end to end in Mailchimp or a similar email marketing platform.
- Coordinate with other teams (Alumni Impact, Development and Partnership etc.) to collect updates, and shortlist what's most relevant for external communications.
- Work with the communications team to prepare and format content for publication.
- Maintain and organise subscriber lists and audience segments, including prospective Fellows, Alumni, donors and other stakeholder groups.
- Monitor basic email performance, including opens, clicks and engagement, and share relevant insights with the Communications team.

Website Management

- Take hands-on ownership of routine website content updates in WordPress/Elementor.
- Keep website content accurate, current and well organised.
- Coordinate with external technical support when changes require development, troubleshooting or other specialist expertise.

Digital Assets & Design

- Maintain and organise the Communications team's digital asset library and design templates.
- Create and adapt routine, templated digital assets using Canva or similar tools.

Campaign & Digital Event Support

- Support the day-to-day digital execution of recruitment, fundraising and other organisational campaigns/events.
 - Serve as a day-to-day point of contact for external paid media and technical vendors, coordinating assets, timelines and feedback as needed.
 - Support the technical production of virtual donor, recruitment and other organisational events, including platform setup, screen sharing and recording.
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The Ideal Candidate

We're looking for someone who is highly reliable at digital execution, comfortable working across different platforms, and able to learn quickly.

You'll ideally bring:

- 1–3 years of experience in social media management, digital communications, digital marketing coordination, or a similar execution-focused role (this could include internships, freelance work, university/community leadership, or relevant personal projects).
- Experience managing and publishing content across social media platforms.
- Working familiarity with WordPress and Elementor, or clear aptitude and willingness to learn quickly
- Comfortable with Mailchimp or a similar email marketing platform.
- Basic templated design skill - Canva-level proficiency is sufficient.
- Strong organizational skills and the judgment to know when to act independently versus flag something for review.
- Fluency in English and Urdu. The ability to write or adapt clear, professional captions and routine audience responses.
- Comfort with basic digital performance metrics and an interest in understanding what is working.

How To apply: Submit your application through filling the form below by **Monday, 21st September 2026**.

You will be asked to attach;

1. Your Resume
2. A portfolio or 3–5 examples of relevant digital work. These can include social media posts, newsletters, website work, digital campaigns or other examples of your execution skills. Where available, please include the original brief alongside each sample.

You will also be asked to respond to three short questions about your interest, experience and fit for the role in the form. *Please see the application form for the full prompts and guidance on response length.*

Form link: <https://forms.gle/ejwAd6NENAnjegi67>

Applications are reviewed on a rolling basis, so we encourage you to apply earlier.
