

JOB TITLE: Communications Manager

POSITION TYPE: Full Time/ Exempt

REPORTS TO: Co-Executive Directors

DEPARTMENT: Communications

EFFECTIVE DATE: 2/16/2023

COMPENSATION: \$48,000-\$58,000

ORGANIZATION BACKGROUND: Communities United (CU) is a growing intergenerational grassroots organization that works across communities on issues of education justice, increasing access to affordable and quality healthcare and housing, youth investment, and justice reinvestment. CU's organizing approach actively engages and develops community and institutional members to advance social, racial, and economic justice. Recently named one of five global awardees of the W.K. Kellogg Foundation Racial Equity 2030 Challenge.

PURPOSE OF POSITION: Communities United is looking for an enthusiastic Communications Specialist that reports to the Co-Executive Directors and provides staff support on the organization's goals and mission through strategic communications strategies to advance community-led solutions and advance racial equity. This position will be responsible for developing and executing strategic communications for the various projects and campaigns that Communities United works on. You will work closely with Communities United Staff and Senior Leadership to support strategic communications to uplift community-led initiatives, narratives, and solutions.

REQUIRED SKILLS AND BACKGROUND:

- Experience (2 or more years) functioning in a communications role. Non-profit organization preferred
- Experience in developing strategic communications plans
- Experience pitching stories to media and maintaining media relationships
- Experience in copywriting and editing (drafting press releases, etc.)
- Solid understanding of project management principles
- Excellent communication (oral and written) and presentation skills
- Working knowledge of MS Office and team management and cloud services (Google docs, Box, Microsoft Teams, etc.)
- Experience using media databases (i.e. Muck Rack)
- Experience using various social media platforms such as Facebook, Twitter, Instagram, and Tik Tok and an understanding of analytics across the platforms
- Experience in web design and content production is a plus
- Skilled in photo and video-editing software such as Canva, Photoshop, Illustrator, InDesign or other related software
- Experience using CRM database or other related software
- Proficient in English
- Spanish verbal and writing skills is a plus
- Must be able to perform typing duties on a computer
- A Bachelor's degree is preferred (or equivalent experience in communications)

RESPONSIBILITIES:

- Work with the organization's leadership team to develop and implement strategic communications plans and strategies
- Manage internal communications (memos, newsletters etc.)
- Draft content (e.g. press releases) for mass media, website, and social media

- Organize initiatives and plan events or press conferences
- Develop and maintain media relationships, handle requests for interviews, and statements
- Assist in developing messaging talking points and support in the preparation and training of spokespeople
- Oversee that external communications content is aligned with CU's overall mission and values
- Support the documentation organizational narratives
- Development of media coverage reports
- Training employees; planning, assigning, and directing work related to strategic communications
- Represents the organization through participation at professional meetings and events.
- Performs other related duties as assigned by management.

ADDITIONAL:

- Other duties as assigned

WORKING ENVIRONMENT:

- Work is performed primarily indoors with some outdoor events such as press conferences
- Flexible working hours, including late evenings, some weekends, and holidays
- Willingness and ability to work in a dynamic environment, in a team setting
- Ability to communicate effectively with diverse groups of people, present information and respond to questions from groups of managers, staff, and the general public
- Communities United strives to maintain an inclusive working environment in and outside our facilities that supports diverse identities based on race, gender, disability, religion, national origin, marital status, and sexual orientation.

BENEFITS:

- Generous benefits including pension
- Premium health PPO, Dental, Vision (No employee contribution required for individual coverage)
- Life insurance
- Staff development and wellness funds available based on resource availability
- Generous vacation and paid time off (above industry standards)

HOW TO APPLY: Communities United is committed to providing equal employment consideration without discrimination on the basis of race, gender, disability, religion, national origin, marital status, sexual orientation, or any other protected status. To apply, please email resume and cover letter to info@communitiesunited.org. Resumes and cover letters will be accepted through March 31, 2023. The salary range for this role is \$48,000-\$58,000 based on experience. This position is a management position. People of color are strongly encouraged to apply if you meet the above requirements.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements.