



## JOB ANNOUNCEMENT

# **COMMUNICATIONS ASSOCIATE (P/T)**

### **COVID-19 PANDEMIC NOTICE**

EHC has implemented stringent protocols for the safety of our office facility and our staff. To maintain this, all new hires must provide proof of full vaccination against the COVID-19 Coronavirus.

Environmental Health Coalition (EHC) is a San Diego/Tijuana non-profit social and environmental justice organization dedicated to empowering people, organizing communities and achieving justice for low-income communities of color. We are an effective, results-oriented organization with a passion for social change. We have been making a difference in the lives of the individuals, families, and communities we serve for over 40 years.

### **POSITION OVERVIEW:**

EHC is seeking a creative, social media savvy, and collaborative part-time communications associate dedicated to social, racial, and environmental justice. Reporting directly to the Communications Director, the Communications Associate will be key to expanding EHC's social media presence and influence. They will be an outside-of-the-box thinker with an eye for visual design and a knack for explaining complex concepts in easy-to-understand terms. This individual will be attuned to social media and other digital platforms and have the capacity to leverage them to further environmental justice and empower our communities.

### **PRIMARY RESPONSIBILITIES:**

- Manage EHC's social media accounts, develop and schedule content, respond to messages and comments, track engagement and growth, update account information as needed, create monthly social media reports, etc.
- Assist the Communications Director in developing campaign strategies, tactics, and messaging.
- Develop and publish engaging written and visual social media communication.
- Write and publish e-blasts, blogs, newsletters, website content, and other communications materials.
- Develop visual communications and marketing materials such as flyers, PowerPoint presentations, and posters.
- Update and edit EHC's website
- Track media coverage of EHC initiatives, events, staff, etc.
- Assist in maintaining EHC's media list
- Assist in responding to media inquiries

### **REQUIRED QUALIFICATIONS AND SKILLS:**

- Two years of experience in content development, such as social media, articles, blog posts, e-blasts, newsletters, website copy. Internship and/or volunteer experience is acceptable.

- Minimum two years of experience coordinating professional/non-profit social media accounts, including responding to messages and comments, scheduling and publishing content, and tracking analytics. Internship and or volunteer experience is acceptable.
- Demonstrated work in low-income communities of color.
- Demonstrated cultural competency in all respects
- Excellent written and oral communication
- Proficient in Microsoft Office suite (Word, Outlook, Excel)
- Demonstrated commitment to social, racial, and environmental justice
- Excellent and dynamic writer
- Proven ability to successfully manage several projects simultaneously
- Proven ability to develop engaging social media content
- Demonstrated ability to communicate complex and technical concepts into easy to understand written and visual materials
- Proficient in Facebook, Twitter, Instagram, and LinkedIn

### **PREFERRED QUALIFICATIONS AND SKILLS:**

- Familiar with managing social media accounts using Buffer or other programs
- Familiar with Photoshop, CANVA
- Bilingual in Spanish and English
- 1-year non-profit experience
- Familiar with WordPress
- Familiar with CiviCRM or other database platforms

**Schedule:** This is a regular part-time position with an anticipated schedule of **20** hours per week.

**Salary Range:** \$30.00 to \$34.33 (hourly) – commensurate with experience

**BENEFITS:** EHC offers a competitive benefits package inclusive of:

- ❖ Excellent Orientation Program
- ❖ Generous Vacation and holiday benefits
- ❖ Health, Dental, Vision and Chiropractic Insurance
- ❖ Personal and Wellness Leave
- ❖ Long Term Care Insurance
- ❖ 401(k) Retirement Plan
- ❖ Professional Development Opportunities

**Target Start Date:** Position open until filled.

**Applications:** Submit cover letter, resume and writing sample (ex. E-blast, article, social media post, etc.) to the Environmental Health Coalition at [frontdesk@environmentalhealth.org](mailto:frontdesk@environmentalhealth.org). The subject line should read **[2022-Comms Associate]**, followed by your name. No phone calls, please.

### **EHC IS AN EQUAL OPPORTUNITY EMPLOYER WE ENCOURAGE PEOPLE OF COLOR AND WOMEN TO APPLY**

EHC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.