



## Position Announcement Communications Coordinator

**Title:** Communications Coordinator

**Classification:** Full time, Salaried

**Salary:** \$45,000 to 55,000

**Location:** Washington, DC (working virtually until after the pandemic)

### Organization Overview

The Center for the Study of Social Policy (CSSP) is a national, non-profit public policy, research, and technical assistance organization headquartered in Washington, DC. Our staff of approximately 50 people, works to achieve a racially, socially, and economically just society in which all children, youth, and families thrive.

CSSP strives to accomplish its mission by developing and **advancing effective public policy**; helping to **transform public systems** to be more preventive, results-oriented, accountable, and caring; and supporting local leaders to **create the community opportunities, supports, services and environments in which all children and families can thrive**. CSSP works in partnership with other national organizations, foundations, and governmental and community leaders to test new ideas and approaches, provide technical assistance, generate new evidence, and support networks of innovators. All of our work reflects a long-standing organizational commitment to equity and social justice.

### Job Description

We are seeking a creative, proactive, and motivated Communications Coordinator (Coordinator) to support CSSP's communications team. Your duties will be diverse and multi-faceted—generally evenly divided between administrative support for the Communications team and content creation and strategy—therefore excellent professional skills are vital for this role. The ideal candidate will have strong organizational and project management skills, a passion for storytelling, a strong instinct to think outside the box and experiment with new ideas, a working knowledge of current digital marketing best practices, and an awareness of and commitment to supporting racial equity and those most marginalized by public policies and institutional practices. This position will be virtual until it is safe to return to our Washington, DC office.

### Specific Duties & Responsibilities

The Communications Coordinator will assist with or be responsible for:

- Writing a variety of different content to support communications and marketing efforts, including newsletters, website copy, brochures and press releases, blog posts, and social media.
- Identifying new and innovative ways to enhance and expand CSSP's blog and social media presences.

- Coordinating the development and dissemination of CSSP's monthly newsletter.
- Organizing and overseeing live streamed events.
- Brainstorming new and innovate ways to share analytics for project briefs, events, podcasts, and
- Developing and compiling monthly analytic tracking reports for web and social media; setting benchmarks and goals to track progress and growth.
- Coordinating cross-departmental collaboration on communications efforts and providing communications support to other departments, as needed.
- Exploring new digital tools to manage ongoing social media marketing.
- Maintaining and upholding CSSP's branding and messaging guidelines in all digital and printed materials.
- Responding to external inquiries (including from the media).
- Developing and maintaining relationships with journalists and other members of the press.
- Other duties as assigned by the Communications team or CSSP leadership.

### **Required Qualifications, Skills, and Experience**

The successful candidate will have:

- Commitment to racial justice and reducing disparities based on race, ethnicity, immigration status, sovereignty, gender, sexual orientation/gender identity, and socioeconomics.
- Two-four years of experience working in a similar or related position, non-profit experience preferred.
- Strong project management experience.
- Experience creating compelling, engaging, and ROI-driven digital content.
- Ability to work effectively and accurately under pressure and to manage and prioritize multiple projects and meet deadlines.
- Outstanding written and oral communications skills.
- Ability to work independently; a self-starter with a high level of motivation, creativity, and proactivity.
- Fluency in:
  - Canva or Adobe Creative Suite (InDesign, Photoshop, Illustrator, Flash, Acrobat);
  - Microsoft Office Suite;
  - Facebook, Twitter, Instagram, Pinterest, LinkedIn, TikTok, and YouTube;
  - SproutSocial (other social media management/monitoring tools a plus);
  - Monday.com, Amazing Marvin, AirTable, or other relevant project management systems;
  - Basic HTML and website publishing, especially via WordPress (other CMS skills a plus);
  - Constant Contact (other database skills a plus);
  - Photography and video creation and editing skills are a plus.

### **Benefits**

Excellent benefits provided including health, vision, and dental package with 100% of the employee's coverage paid by CSSP, an 11% retirement contribution after one full year of employment; a generous vacation and sick leave policy including one full week for winter break during the last week of the year, and hybrid telework/in office (in the DC or LA offices) options including a CSSP-provided laptop.

## **How to Apply**

Qualified applicants should send a thoughtful cover letter, resume, and writing sample to [jobs@cssp.org](mailto:jobs@cssp.org) (subject: Your Name—Communications Coordinator). In your cover letter, please be sure to indicate where you found this position announcement. The interview process may include phone screening, panel style interviews over Zoom video, a writing exercise, and final interviews over Zoom video.

Due to the large number of applications, emails and phone calls to CSSP will not be accepted.

Applications accepted until October 21, 2022, or until position is filled.

*CSSP is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender expression, military status, prior record of arrest or conviction, citizenship status, current employment status or caregiver status.*

***Please note:*** *CSSP requires that all staff working in our offices be fully vaccinated as a term and condition of employment. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. Employees may request an exception from this vaccination policy if the vaccine is medically contraindicated for them or they have a religious exemption. If an applicant is contacted for an initial interview, they will be required to share their vaccination status and could, if they advance in the interview process, be required to provide proof of vaccination status.*