



COMMUNICATIONS ASSOCIATE
Greater Los Angeles, California

The Children's Partnership (TCP) is seeking a highly motivated communications professional to advance our work through strategic communications and execution. This includes active management of social media and support for other forms of digital media, provision of editorial support, and coordination of other select communications projects. The Communications Associate will also monitor media to stay current on issues relevant to TCP's agenda, assist with outreach, and develop and maintain a media archive. In addition, the Communications Associate will provide short-term research support for a variety of communications projects. Lastly, the successful candidate will write in a fresh and modern voice for digital and print formats and present content visually with a strong eye for design, art, and photography.

PRIMARY RESPONSIBILITIES

- Coordinate select communications projects in support of key organization communications priorities, including crisis communications
- Support execution of the organization's communications strategy, including maintaining TCP's communications calendar
- Monitor media, including managing daily clips for staff
- Develop and maintain media archive
- Manage TCP online media platforms
- Facilitate communications for the ALL IN For Health Campaign and other TCP-led campaigns
- Maintain TCP website
- Assist with press/digital media outreach, as needed
- Help develop complementary visuals and videos for internal and external communications
- Help assimilate content and fine-tune delivery
- Help establish brand & profile with the media and potential partners
- Draft, copy-edit & proof communications & organizational materials
- Update & maintain TCP's online internal Style Guide
- Train new staff on TCP's unique style, templates & use guidelines
- Provide short-term research support
- Represent TCP at conferences, professional associations, and other public venues

**Full-time position. Reports to Senior Director, Communications & External Affairs.
Salary: Commensurate with experience. Excellent health, retirement & other benefits.**

QUALIFICATIONS

- Energetic performer consistently cited for unbridled passion for work, positive disposition & upbeat attitude
- Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas
- Ability to write clearly, concisely & creatively
- Excellent research & project management skills
- Ability to manage multiple tasks simultaneously, while paying a high level of attention to detail
- Strong interpersonal & communication skills
- Thorough understanding of the latest social media tools & web content development
- Proven track record working independently & on a team both in-person and virtually
- Ability to accurately and concisely summarize complex information for a broad range of audiences
- Intermediate skills in Word, PowerPoint, Photoshop
- Basic knowledge of HTML/CSS, a plus
- Proficiency in Spanish and/or in an Asian or Pacific Islander language, a plus
- Informed working knowledge of TCP's policy areas (children's health, health information technology, digital access)

EDUCATION & EXPERIENCE

- Bachelor's degree in relevant field
- Two to three years of professional experience in public relations, marketing, or social media
- Experience in visual communications, a plus
- Commitment to and/or experience with nonprofit organizations

APPLICATION PROCESS

Email resume, cover letter summarizing interests & qualifications, and brief writing sample to search@childrenspartnership.org. State "Communications Associate" in the subject line. No phone calls, please.

ABOUT THE CHILDREN'S PARTNERSHIP

Based in California and Washington, DC, The Children's Partnership improves the lives of underserved children where they live, learn, and play with breakthrough solutions at the intersection of research, policy, and community engagement.