



Communications Specialist JOB DESCRIPTION

Job Title: Communications Specialist

Supervisor: Deputy Director

FLSA Status: Non-Exempt

Pay Class: Full-Time, \$24/hr

Location: Orange County, CA

Summary: The Communications Specialist is responsible for managing and growing Resilience's multiple platforms including amplifying community efforts through the press, media, report publishing, website/CRM maintenance, and tracking the effectiveness of our platforms. They will maintain messaging calendars and ensure all content is curated in accordance with Resilience's style principles and published across all platforms. The position requires flexibility, strong organization skills, the ability to track, engage with, and create compelling grassroots content to uplift local community and organizing work.

Benefits for Full Time employees include: medical, dental, vision, life, etc.

Focus Area(s): Media Campaigner, Social Media, Alliance Support and Network/Coalition Support
Organizing Support, General Resilience Support

Experience and Minimum Requirements:

- Understand and commit to advancing the mission of Resilience.
- At least 3+ years of relevant communications and digital organizing experience.
- At least 3+ years of experience with public speaking and facilitation.
- Experience analyzing, drafting, and/or revising written policies.
- Proficient utilization and demonstration of Google Suite/Microsoft Suite.
- Proficient in email advocacy platforms (eg. Salsa Labs, Action Network), multiple social media channels, WordPress, Final Cut Pro, and Adobe Creative Suites.
- Strong writing, editing, and verbal communication skills.
- Experience writing reports and publications, organizational emails, Op-Eds, and speeches.
- Experience creating and implementing strategic communication plans.
- Experience creating and implementing new communications campaigns and initiatives.
- Ability to lead communications discussions at both the strategic and tactical levels.
- Ability to work both independently and collaboratively with other staff members.
- Ability to work professionally and effectively to meet timelines and deadlines.
- Demonstrated ability to be detail-oriented, strong organizational skills, and strong communication skills.
- Bilingual speakers and writers are highly encouraged to apply.



- Driver’s license, valid insurance or access to reliable transportation.
- Willingness to travel outside of OC for an extended amount of time (exceptions may occur during COVID-19).

Duties and Responsibilities: The main categories consist of the following; other duties may be assigned:

Media Campaigner	<ul style="list-style-type: none"> ● Draft written content for messaging channels ● Copy edit all outgoing media and press communications. ● Email and digital asset production ● Website content and updates ● Content creation for media campaigns (blogs/videos/toolkits) ● CRM Management for campaigns ● Building and maintaining relationships with journalists
Social Media	<ul style="list-style-type: none"> ● Maintain messaging calendar ● Social media content creation & curation (primary social writer, graphic designer) ● The organization’s media publisher ● Uphold social media protocols/guidelines ● Tracking platform metrics, effectiveness and growth
Alliance/Network / Coalition Support	<ul style="list-style-type: none"> ● Participate in partner and community meetings, conferences, convenings, and training. ● Provide communications support in local and state alliance and coalition efforts. ● Provide communications strategy and support for aligned coalition spaces.
Organizing Support	<ul style="list-style-type: none"> ● Document programs and activities. ● Support staff with developing outreach material such as flyers, graphics, and/or videos. ● Support with communication to the media. ● Co-develop strategies for advancing issue-based campaign goals and policies with Resilience staff. ● Attending and coordinating rallies, marches, press conferences, and other events as needed. ● Community and media awareness around organizational priority issues.
General Resilience Support	<ul style="list-style-type: none"> ● Attend to various administrative matters ● Newsletter publishing ● Provide input into the annual department budget process. ● Document, collect and submit expenses from programs, projects, events, campaigns, etc. ● Ensure continuous documentation of programs and activities to incorporate into grant reports to demonstrate grant goals and deliverables were met.

- Provide input and feedback to envision new grants and renewals.
- Attend and actively participate in staff meetings, dept meetings, staff retreats, and ad-hoc committees including conferences and trainings where appropriate.
- Participate and be actively involved with the organization’s strategic plan.
- Be responsive and openly communicate with the team through email, texts, calls, etc.
- Evaluate self-led programs, projects, and campaigns *including* individual self-evaluation and supervisor performance.

Supervisory Responsibilities: The Communications Specialist has no hiring or firing authority, although the person filling this position may train new staff members on certain facets of their job duties and may monitor the work of certain staff members to ensure the quality of products and services delivered to clients.

Confidential Information: Employees holding this position will have access to client financial data and proprietary program design and intellectual property and, therefore, they must pay particular attention to the Client Confidentiality section of the company’s Employee Handbook.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, speak, hear, stand, and walk. The employee is frequently required to use hands to keyboard. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Work Environment: The noise level in the work environment is usually moderate. While performing the duties of this position, the employee is occasionally exposed to outside weather conditions when driving to and from meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Resilience/Charitable Ventures is an equal opportunity employer committed to a diverse and inclusive workforce. We welcome applicants from diverse backgrounds and seek to hire qualified staff who reflect the rich diversity of the community we serve.

Acknowledgment section on next page