



## Communications Manager Job Announcement

The Communications Manager is a part time, 20 hours per week, at will position and is responsible for implementing CCA's communications activities around our Clean Air Day initiative and promoting the widespread understanding of the organization's mission, vision and work. Reporting to the Development Director, the Communications Manager works collaboratively with CCA's staff and relevant committees to implement CCA's communications strategy toward our advocacy and fundraising goals.

### Tasks and Responsibilities:

- Support Development Director Communications Activities as needed
- Coordinate communications efforts around a Statewide initiative called California Clean Air Day. Related tasks include:
  - Web Development (WordPress) including both back-end features and public facing graphic elements
  - Content development as needed
  - Coordinate and manage social media messaging
  - Develop multimedia content to provide better engagement with our audiences
  - Develop content and edit online and print communications
  - Develop and maintain adherence to internal style guides
- Work closely with development staff on events-related communications
- Assist development director to develop segmented messaging to ensure activation by audience.
- Other duties as assigned

### Skills and Knowledge Requirements:

- Bachelor's degree in journalism, communications, or related field preferred
- Experience translating copy into easily understandable graphics
- Familiarity with graphic design programs such as Canva, Illustrator, Photoshop and others
- Familiarity with social media management tools such as Hootsuite, Repost, Tweetdeck, etc.
- Familiarity with Constant Contact or other email management software
- Understanding of HTML, JavaScript, CSS, and PHP preferred
- Exceptional writing, editing, presentation skills, and creative thinking abilities
- Good story teller with the ability to translate program issues and results into compelling narratives and skills to customize communications for a variety of audiences and formats
- Commitment to CCA's mission
- Bilingual in English and Spanish preferred
- Hours may include evenings and weekends

**Compensation:**

Salary is commensurate with experience. Located in downtown Los Angeles or working remotely. Interested applicants should submit a resume and cover letter in .pdf format to [jobs@ccair.org](mailto:jobs@ccair.org), subject: Communications Manager. CCA is an Equal Opportunity Employer.

**Additional Information**

The responsibilities listed here are illustrative of the essential functions of the job and do not include nonessential or marginal duties that may be required. CCA reserves the right to modify or change the duties and essential functions of this job at any time. Nothing in this job announcement should be considered as an offer or guarantee of employment.

**How to Apply**

Interested applicants should submit a cover letter and resume in .pdf format to [jobs@ccair.org](mailto:jobs@ccair.org), subject: Communications Manager Position. Coalition for Clean Air is an Equal Opportunity Employer. People of color are encouraged to apply. Position will remain open until filled.