



About the Position

The Communications Manager is a part time, 20 hours per week position responsible for implementing CCA's communications activities. Reporting to the Development Director, the ideal communications manager will be well versed in graphic and web design.

Duties and Responsibilities:

- Support Development Director communications activities as needed
- Coordinate communications efforts around California Clean Air Day. Related tasks include:
 - Web site development
 - Aesthetic improvements and updates
 - Back-end (potential slight coding) user experience
 - Integration with social media and email marketing
 - Back-end features and public facing graphical elements
 - Graphic design
 - Coordinate and manage social media messaging
 - 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 active audience engagement
- Other duties as assigned

Skills and Knowledge Requirements:

- Understanding of HTML, JavaScript, CSS, and PHP preferred, **WordPress a MUST**
- Familiarity with graphic design programs (Canva, Illustrator, Photoshop)
- Experience translating copy into easily understandable graphics (please provide work samples with your application)
- Familiarity with social media management tools such as Hootsuite
- Familiarity with Constant Contact or other email management software
- Exceptional writing, editing, presentation skills, and creative thinking abilities
- Commitment to CCA's mission
- Bilingual in English and Spanish preferred

Compensation: The salary range for this part-time position is \$20-\$25 per hour (\$21,000 to \$26,000 per year) and includes eligibility for prorated benefits. Benefits include medical, dental, vision, and life insurance, as well as up to a 3% match for retirement savings. All Los Angeles office staff are eligible for an annual public transit pass or reimbursement for the cost of using public transit to commute to and from work.

To Apply: Interested applicants should submit a resume and cover letter in .pdf format to jobs@ccair.org, subject: Communications Manager. Position will remain open until filled.



Additional Information: Position is located in downtown Los Angeles. Remote working may be possible. 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. CCA is an Equal Opportunity Employer.

About Coalition for Clean Air

Established in 1971, the non-profit Coalition for Clean Air (CCA) is California's only statewide organization exclusively advocating for healthful air. CCA is dedicated to protecting public health, improving air quality, and preventing climate change. CCA is known for spearheading innovative policies, such as clean car standards and targeting climate investments to the communities that suffer the worst pollution and historic disinvestment. With offices in Los Angeles and Sacramento, CCA achieves its goals through policy advocacy, public education and partnering with diverse stakeholders.