

California Competes

Higher Education for a Strong Economy

Position: Communications Manager

Status: 32 hours/week, Exempt

Location: Oakland, CA

Organization

Founded in 2010, [California Competes](#) is an independent, bipartisan project aimed at bolstering the state's postsecondary outcomes to foster robust regional economies, vibrant communities, and an engaged citizenry. A fiscally-sponsored project of [Community Partners](#), we seek to develop and implement policy recommendations to improve higher education in California through original research and advocacy. We are particularly concerned with ensuring that the state's needs are met by equitably producing the degrees and credentials most likely to support a robust economy. California Competes' work is led by Executive Director Lande Ajose.

Position

Reporting to the Deputy Director, the part-time (approximately 32 hours/week) Communications Manager is responsible for implementing California Competes' communication and outreach activities:

- Develop communication and outreach plans to support our overall strategic objectives as well as its specific policy priorities
- Coordinate communications for the organization, including planning, messaging, media relations, digital media, and engagement with key audiences and constituencies
- Maintain the organization's digital presence, including the website and social media, and ensure the consistent translation of the organization's brand identity
- Write content that clearly communicates the organization's work and voice. This includes opinion pieces, presentations, reports, grant proposals, messaging, talking points, blog posts, social media copy, and print media copy
- Copyedit and proofread reports and provide quality control through all stages of the production process, including providing feedback to and communications with graphic and web designers
- Cultivate relationships with the traditional, trade, and digital press and respond to requests from media
- Support staff in their capacity as spokespeople and messengers for the organization

Qualifications

The ideal candidate is a detail-oriented self-starter with the ability to handle several activities simultaneously. The successful candidate will be a talented and versatile writer and communicator who demonstrates curiosity by asking questions and taking initiative around communications responsibilities.

- Bachelor's degree, plus 3-5 years of relevant work experience required. Master's degree in a relevant field preferred.
- Creative, intellectually-curious self-starter with a strong work ethic, high standards, and integrity
- Outstanding writer with demonstrable experience writing original content on both online and offline platforms
- Strong editor and copyeditor
- Strong organizational and coordination skills
- Proficiency in Microsoft Word, Excel, PowerPoint and social media platforms (Twitter, Facebook, WordPress, MailChimp etc.)
- Working knowledge of public policy in California, especially related to higher education, preferred
- A team player with a diplomatic, professional manner, and a sense of humor

Compensation

- Salary commensurate with experience
- Medical, dental and vision benefits; voluntary 403(b) plan
- Exempt part-time position

Application Process

To apply, please send a resume and cover letter to calcompetesjobs@gmail.com, with "Communications Manager" in the subject line. Position opened until filled.