

Communications Associate

Center for Community Progress Job Announcement

Job Title	Communications Associate
Reports To	Director of Communications
Date	December 22, 2021

Center for Community Progress

As a national nonprofit, our mission is to foster strong, equitable communities where vacant, abandoned, and deteriorated properties are transformed into assets for neighbors and neighborhoods. We are **former practitioners and policymakers who understand that today's neighborhoods** have been shaped by decades of unjust and racist land use and financing policies—and we are driven by the promise of safe, healthy, resilient, and inclusive neighborhoods that provide opportunity and dignity for all.

The expertise and passion of our staff is unmatched, and Community Progress is highly regarded as the **nation's leading resource for urban, suburban, and rural communities seeking to equitably address the full cycle of property revitalization**. In all our work, we seek to ensure that all communities have the policies, tools, and resources they need to transform vacant, abandoned, and deteriorated properties. Our state-of-the-art technical assistance has been provided to more than 300 communities in over 35 states and our educational programming has reached tens of thousands across the United States.

More information is available at www.communityprogress.org.

Job Summary

The Center for Community Progress is seeking a curious and detail-oriented applicant to serve as Communications Associate, joining a small team of passionate thought leaders and technical experts who care deeply about racial equity and justice.

The Communications Associate will serve as a core member of the Communications team, supporting programs at Community Progress that seek to revitalize communities across the country struggling with vacant, abandoned, and deteriorated property challenges. Recognizing the barriers these properties create to fostering equitable communities, this individual will work to elevate **some of the nation's top experts** on topics such as land banking, alternative land use, delinquent property tax enforcement, and housing and building code enforcement.

This position will work closely with the Director of Communications to support the external relations needs of the organization, including but not limited to posting on social media, sending newsletters, proofreading research publications, supporting event logistics, graphic design, monitoring media, publishing website content, and managing contact databases.

The ideal applicant for the position will have a strong eye for detail, an interest in developing a generalist communications skillset, and be able to demonstrate effective interpersonal communication skills.

The Communications Associate position is full-time. Our preference is to have this position be based in Washington, D.C. on a regular hybrid in-office/remote basis.

Individuals who are proactive and who pride themselves on their organizational and problem-solving skills are encouraged to apply.

Duties & Essential Job Functions

- Draft compelling social media posts and other short-form content that translates Community Progress' research, messages, and other work for a broader audience
- Record media coverage, speeches, citations, and other activities like events and report launches, in Salesforce to capture communications and policy impact
- Assist the Director of Communications and program leads with preparing communications and outreach plans around program announcements, webinars, and publication launches
- Assist with the production and mailing of organizational email newsletters
- Support the Director of Communications with managing the Community Progress editorial calendar (e.g. notetaking in meetings and updating deadlines in Asana, our project management tool)
- Day-to-day monitoring and posting on Community Progress' social media platforms
- Provide proofreading and editorial support to Community Progress' publications and designed collateral
- Support Community Progress' public events, webinars, and workshops, with some domestic travel possible as needed and as travel/safety restrictions allow
- Support organization-wide adherence to and implementation of brand standards, including producing work in Adobe InDesign and Photoshop and editing Word and Powerpoint documents for consistency
- Assist with tracking and development of metrics for measuring success of communications initiatives
- Maintain an organized communications team shared drive
- Other duties as assigned by the Director of Communications

Reporting Relationships

This position does not have any full-time staff directly reporting to them.

Qualifications

The Communications Associate must have:

- A demonstrated commitment to public and community service with an enthusiasm for Community Progress' mission and a shared commitment to equity, inclusion, and justice
- Awareness of the history of unjust policies that have contributed to disinvested communities and racial inequities, and a commitment to working collaboratively with leaders in the field to develop new policies and programs that prioritize racial and economic justice
- A passion for creating and maintaining systems that help them and their teams stay organized and on top of deadlines
- Strong writing and editing skills
- Strong, proactive problem-solving skills
- Interest or curiosity about growing their skills in a wide variety of communications areas
- A sharp eye for detail, particularly the keen ability to spot typos and grammatical or design inconsistencies in their **own or others' work**
- Basic knowledge of HTML and comfort editing content on websites using Wordpress, Drupal, or other CMS
- Willingness to think creatively, ask questions, and share ideas
- Experience with a project or task management system (e.g. Asana, Trello, Monday, Wrike, or others) preferred
- Familiarity with Adobe Creative Suite programs – particularly InDesign, Photoshop – preferred
- Familiarity with a style guide (Chicago Manual of Style, AP Style) a plus
- Willingness to travel domestically for occasional major events, as necessary and as health and safety precautions allow

Required

A **bachelor's degree** and 1-3 years of experience in communications, public relations, political science, community development, or related fields; or equivalent experience. **Candidate's additional education** may substitute for experience, and additional experience may substitute for education.

Salary and Benefits

The Center for Community Progress is offering a salary for the position of Communications Associate between \$55,000 and \$65,000 annually, commensurate with experience or skillsets. Additionally, the Center for Community Progress provides an excellent and comprehensive benefits package that

includes medical, dental, vision, 401k match, access to flexible spending or health savings accounts, and generous personal time off benefits.

Application Instructions

Interested applicants must submit cover letter, resume, one short-form writing sample (e.g. an article or blog post), and samples of work-related social media content the applicant has produced in previous professional settings. All materials must be sent in a single PDF by 11:59pm EST February 1, 2022, to hire@communityprogress.org.

Equal Opportunity Employment

The Center for Community Progress works with community partners to advance and strengthen the values of equity, justice, and inclusion, and is committed to maintaining a diverse and multicultural working environment. Community Progress is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion/creed, sex, national origin, disability, genetic information, parenthood, pregnancy, veteran or active military status, alienage or citizenship status, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.