



Position Opening: Communications Associate

DC Action for Children is seeking a mid-level Communications Associate to support general communications, social media, news media relations and web content.

ORGANIZATION BACKGROUND

DC Action for Children is a private, nonprofit advocacy (501c3) organization dedicated to ensuring that all children in the District of Columbia receive the opportunity to reach their full potential. Our current focus is expanding access to quality early care and education for our youngest and most vulnerable children. Our new D.C. KIDS COUNT initiative is focused on using data to drive evidence-based advocacy and decision-making for the District's children, youth and families.

POSITION DESCRIPTION

The full-time position will report to the Executive Director.

DUTIES AND RESPONSIBILITIES INCLUDE (but not limited to):

- Helping to maintain, develop, expand and nurture compelling messaging about the work of DC Action for Children
- Media relations, including management of existing relationships, seeding new relationships and working to create opportunities for coverage of our work
- Using social media (Facebook, Twitter, our blog) to publicize work and spread our message
- Creating and updating Website content
- Learning and using DC Action for Children's Democracy in Action database to help with fundraising, online advocacy and email alerts
- Communications support for development (as needed) and events

QUALIFICATIONS

- Preferred candidates will be college graduates at least 5 years of professional experience.
- Significant Internet/social media experience will be particularly important because of the essential role of new media in our communications program
- Knowledge of and experience in working with the news media
- Excellent oral and written communication skills
- Other essential qualities include: excellent interpersonal skills; focus on details and work under tight timelines; skilled at website management
- Creative and tech savvy
- Interest or ability in graphic design a plus
- Ability to manage multiple projects simultaneously
- Proficiency in Word, Access, Excel, Outlook and PowerPoint
- Ability to work as part of a small team



HOW TO APPLY

The Communications Associate is a full-time position based in Washington, D.C.

To apply please send resume, cover letter and short (1-2 pages) writing sample to info@dckids.org, subject line: Communications Associate.

This announcement will remain posted until the position is filled. No phone calls please.

DC Action for Children values diversity and is an equal opportunity employer; women, people of color and people with disabilities are encouraged to apply. Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from DC Action for Children.

For more information about DC Action for Children, please see our website: www.dckids.org.

Thank you for your interest in DC Action for Children.