



POSITION TITLE: Digital Communications Manager

LOCATION: Washington, DC

ORGANIZATION OVERVIEW

The Joint Center for Political and Economic Studies is a 501(c)(3) non-profit organization based in Washington, DC that creates ideas that improve the socioeconomic status and civic engagement of Black communities. Founded in 1970 to support newly-elected Black officials who were moving from civil rights activism into governance, the Joint Center quickly evolved into America's Black think tank. Currently, the Joint Center is focused on diversifying congressional staff, equipping workers with skills to succeed in the evolving economy, and developing a one-stop policy shop with solutions to various challenges that confront Black communities.

POSITION SUMMARY

The Digital Communications Manager oversees the digital functions of the Joint Center, including social media, infographics, animated policy videos, filming of events, podcasts, website content, and Constant Contact distribution. The Digital Manager will be a key player in advancing the organization's ambition to be the leading think tank for policy issues that affect Black communities. This role requires a combination of organizational skills, problem-solving skills, and self-motivation.

OBJECTIVES / RESPONSIBILITIES

- Works with Joint Center leadership to develop annual digital plan.
- Assists Joint Center staff in designing communications and social media plans for their events and roll outs of publications, and helps with plan coordination and implementation.
- Assembles and maintains a list of media contacts.
- Monitors organization's social media accounts (Twitter, Facebook, LinkedIn); regularly updates content; ensures all accounts are following key Joint Center stakeholders.
- Designs infographics, fact sheets, and other graphics using Canva, Photoshop, InDesign, or similar software.
- Creates animated videos to accompany reports, policy briefs and other organizational materials using Adobe After Effects, Adobe Premiere, or similar software.

- Films organization events and any panels on which Joint Center staff might speak; edits and uploads footage to YouTube and website in a timely manner; livestream events when allowed.
- Records audio from events and panels and creates podcasts on SoundCloud.
- Supports staff with layout and design of materials needed for events as needed including but not limited to posters, agendas, programs, etc.
- Collects content from staff and organizes layout of monthly newsletter.
- Manages distribution of newsletter and other items via Constant Contact.
- Updates and maintains organization's website (Drupal).
- Takes initiative and provides support in implementing any task that may aid in the development and growth of the Joint Center.
- Responds professionally when confronted with changes, adversity, and other work-related pressures.
- Maintains a good working relationship with the Joint Center staff and stakeholders.
- Upholds a strict level of confidentiality.
- Maintains a high level of professionalism.
- Performs other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in Communications, Public Relations, Journalism, or similar field.
- Strong graphic design & video editing skills.
- Familiarity with Adobe Creative Suite (Photoshop, InDesign, Premiere, After Effects, etc.).
- 4 years of relevant work experience.
- Strong skills in Microsoft Word and Google Docs, with an ability to become familiar with other programs and software such as Adobe, other Microsoft Office software (e.g., PowerPoint, Excel), and other programs.
- Experience with camera equipment & filming (Canon XA35 & DSLRs).
- Familiarity with multiple social media platforms (Twitter, Facebook, LinkedIn).
- Understanding of basic HTML code.
- Experience with mass marketing tools such as Constant Contact.
- Interest in the advancement of Black communities.
- Organized self-starter with ability to work individually and as part of a team.
- Excellent verbal communication and written skills, and an ability to listen attentively and respond promptly to concerns.
- Ability to think strategically, juggle multiple priorities, adjust to changing circumstances, resolve problems creatively and logically, and organize time efficiently.
- Strong interpersonal skills, and a friendly, professional, and supportive demeanor.
- Attention to detail and commitment to meeting deadlines.

- Effective communication skills. Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed as appropriate; demonstrates good written, oral, and listening skills.
- Attention to detail and commitment to meeting deadlines.
- Strong organizational skills.
- Works well with others.
- Gracefully accepts performance-based feedback.
- Excellent references.

HOW TO APPLY

Interested applicants should send a cover letter explaining interest in the position and a resume listing relevant qualifications as **one document** to recruiting@jointcenter.org in PDF format with “DIGITAL COMMUNICATIONS MANAGER” in the subject line by Thursday, July 5, 2018. No phone calls please.

JOB-TYPE, SALARY, & BENEFITS

This is a full-time position. The position comes with a generous salary based on the experience and qualifications of the candidate and a benefits package that includes health, vision, dental, and life insurance.

START DATE: Monday, July 30, 2018 or earlier.

The Joint Center is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status.