



CHILDREN'S ALLIANCE

A Voice for Washington's Children, Youth & Families

Position Description:

Communications Assistant

At the Children's Alliance, our mission is to promote the wellbeing of Washington's children through positive change in public policies, priorities and programs. Our vision is that all of our state's children will have what they need to grow up to be the people they dream of becoming.

In order to enhance our capacity to achieve this vision, the Communications Assistant will support the implementation of communications and mobilization tactics that further Children's Alliance public policy objectives.

Included in this position are the tasks of building online membership and enhancing partnerships with organizations and individuals to forward the organization's mission. This work will include:

- Supporting the Communications Director in engaging Children's Alliance statewide membership via earned, owned and social media;
- Assisting with other group efforts to further our objectives, including documenting events, interacting with members, and adapting communications materials for a variety of audiences and platforms; photography and videography;
- Other communications tasks as assigned.

Qualified candidates will have strong writing abilities, a practiced ease with social media, the ability to excel on a team, and a demonstrated commitment to racial and social justice.

Schedule: 12 hours per week.

Payment: \$20 per hour.

Benefits: This is a temporary, part-time position with no health, vacation or other benefits. It does include sick and family leave on a pro-rated basis of one hour of leave per 40 hours worked.

Desired start date: Tuesday, February 20, 2018.

End Date: Friday, June 29, 2018.

To apply: Send cover letter and resume and one sample of draft or published communications work (e.g. a blog post, press release, social media post, video or audio material) to Adam Hyla Holdorf, Communications Director, job@childrensalliance.org.

The Children's Alliance is an equal opportunity employer working toward a diverse and culturally competent workplace. People of color and women are encouraged to apply.