

JOB TITLE: Communications Associate

REPORTS TO: Director of Communications and Marketing

Primary Responsibilities

The Communications Associate reports to the Director of Communications and Marketing and is responsible for providing overall support in planning, execution, and measurement of communications activities and strategies. The Communications Associate will be a member of the PCANC Partnership Engagement and Communications Team.

Programmatic Responsibilities

The Communications Associate is responsible for providing support for communications activities. Specifically, the Communications Associate is responsible for the following areas of programmatic work:

- Identify and execute social media across all verticals.
- Coordinate with appropriate staff to create and maintain accurate mailing lists for public awareness projects, including mailing lists for annual Child Abuse Prevention Month activities and projects.
- Data entry and measurement of county Child Abuse Prevention Month activities and other communications projects as required.
- Oversee and update the organizational website as needed. Conduct research for new content, write and edit content, update site routinely with news, program information, and troubleshoot to ensure consistent messaging and functionality throughout the site.
- Build media list and distribute media alerts and press releases.
- Maintain inventory of public awareness materials and supplies.
- Liaise with external vendors as needed to complete communications projects, including printers, mail houses, media outlets, etc.
- Support the development of and follow the organization's annual editorial calendar to ensure that content is strategically and optimally shared.
- Provide support for the organizational communications processes.
- Curate targeted and branded presentations for various outreach events and speaking opportunities.
- Oversee the production and distribution of Prevention Action Network newsletter, external newsletter, and internal newsletter.
- Assist with writing, editing, proofreading, and design of external communications materials as needed.
- Develop and update general brochures, media kits, toolkits, key messages, fact sheets, and other collateral as needed.

PCANC Responsibilities

- Participate in PCANC Staff Meetings, and Team Meetings.
- Participate in Supervision provided by the Director of Communications and Marketing a minimum of once per month.
- Participate in weekly PCANC check-in, as appropriate.
- Maintain work plan and ensure timely reporting of grant deliverables.
- Other duties as assigned.

Requirements

- Bachelor's Degree in marketing, communications, journalism, public relations or related field.
- Demonstrated effectiveness using digital, verbal, and written communication skills.
- Ability to prioritize work to be able to successfully complete multiple tasks within expected time frames.
- Strong problem solving, computer, organizational skills.
- Excellent computer skills, including Internet research, MS Word, Excel, Outlook, and PowerPoint and facility in learning new data management, web management, and e-newsletter tools.
- Ability to maintain a positive work environment.
- Equally effective working independently or as a member of a team.
- Demonstrated knowledge of Microsoft Office.
- Knowledge and experience with Adobe Creative Suite 3 or above a plus.
- Knowledge of AP Style a plus.
- Remote work must live in NC.
- Cover letter preferred with resume

Equal Opportunities and Accommodations Statement

Prevent Child Abuse North Carolina is proud to be an equal opportunity employer, committed to providing a welcoming and diverse environment. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by law. Accommodations are available for applicants with disabilities.

Benefits include health, dental, life, vision, and disability insurance, and 401(k).

Each full-time employee receives paid holidays, sick days, vacation days, and personal days in accordance with Prevent Child Abuse North Carolina's employee handbook.