

JOB ANNOUNCEMENT: COMMUNICATIONS ASSOCIATE (FULL-TIME)

Job Summary

Affordable housing is the most critical issue facing Northern California. This opening offers the opportunity to support progress for our region's housing crisis by putting your communications skills to work telling stories and shaping the messages that inspire voters, persuade lawmakers, mobilize supporters, and engage and support our member network.

The Communications Associate is a full-time employee supervised by the Communications Director. NPH provides an exciting opportunity for a high-achieving individual committed to the nonprofit sector and affordable housing advocacy.

About NPH

The Non-Profit Housing Association of Northern California (NPH) is an affordable housing advocacy organization based in San Francisco. We are a passionate team of affordable housing advocates with a track record of making progress for housing solutions.

NPH is a non-profit 501(c)(3) tax-exempt organization founded in 1979. We are a membership organization including affordable housing developers, advocates, community leaders and businesses.

Our vision is a future where everyone has a place to call home and where low-income communities and communities of color stay and prosper in the Bay Area. We active our members to support our shared mission to make the Bay Area a place where everyone has an affordable and stable home.

The NPH office is located in San Francisco's Financial District, accessible by BART and MUNI. While candidates should have familiarity with Bay Area communities, this position does offer the possibility of working remotely.

Job Duties

The Communications Associate will work closely the Communications Director to develop and implement NPH's digital communications program, including managing the organizational email program, social media program, website, and online advocacy campaigns and tools. (50%)

This person will also provide member/partner outreach and support to facilitate successful communications across our membership network, including developing social media kits; monitoring affordable housing news, events, and progress via member communications; and providing support on regional communications collaboratives around sharing and developing messaging and communications best practices. (35%)

Additional communications projects include: providing support for in-house publications, drafting content, and other communications tasks. (15%)

Skills and Qualifications:

Please note, we do not expect every applicant to have every skill and qualification listed here. A strong candidate will match at least 75%.

- 3+ years experience in communications;
- Experience in advocacy organizations;
- Exposure to affordable housing policy;
- Excellent verbal and written skills;
- Experience managing organizational social media channels, including Facebook, Twitter, and LinkedIn;
- Experience working in WordPress;
- Experience utilizing online advocacy tools, such as Petitions, Targeted Actions, Sign Up Forms, and other;
- CRM and Database experience, especially in Salsa Engage and/or Salesforce;
- Design skills, including photo editing and infographic design;
- Demonstrated ability to work independently as well as collaboratively;
- Ability to multitask, be flexible, and prioritize different ongoing projects;
- Familiarity with Bay Area communities;
- Commitment to racial and economic diversity, social justice, and affordable housing.

Compensation and Benefits:

Salary range is \$50,000 to \$60,000. NPH offers an excellent benefit compensation package including medical and dental insurance, paid vacation, holidays and sick time, a retirement savings plan, and commuter subsidy benefit.

NPH supports staff in achieving a healthy work-life balance and offers professional development support to all of our team members.

This position does offer the possibility of working remotely, though candidates should have familiarity with Bay Area communities.

How to Apply:

Applicants should email a resume, a cover letter explicating direct experience and skills, and up to 3 writing samples to info@nonprofithousing.org with the subject line: Communications Associate.

Writing samples may include social media/email examples, blog posts or guest columns, fact sheets or collateral, or other items you believe demonstrate your skills and abilities.

Applications will be accepted until the position is filled, though we encourage interested parties to submit their application by January 11.

NPH is an Equal Opportunity Employer

NPH is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.