

East Bay Housing Organizations Job Announcement

Temporary Communications Specialist

Part-Time, Hourly, remote position

East Bay Housing Organizations (EBHO) is a member-driven organization that preserves, protects and expands affordable housing opportunities through education, advocacy, organizing and coalition building. This dynamic non-profit membership organization includes over 250 organizations and community leaders advocating for affordable housing at the local and regional level.

We are seeking someone who cares about ensuring that everyone in the East Bay has an affordable home, and who is passionate about providing critical backbone support to a dynamic, diverse and hard-working team.

Job Summary

The Temporary Communications Specialist will work approximately 15-20 hours per week on a set schedule (goal start date of May 17th). They will report directly to the Communications Manager but will work with all members of our small but mighty team.

The successful candidate will be able to write clearly for a general audience, work consistently with supported autonomy, and add to a friendly and productive work environment. Day-to-day duties include: assisting with organizing communications resources, editing videos and images, creating visual collateral from written content, and drafting written communications. In addition, the Communications Specialist will support EBHO's program and advocacy work through help with logistics, content organizing, and community-correspondence tasks.

This is a great opportunity for a self-motivated, reliable, and creative individual committed to learn more about non-profit and justice-oriented communications, narrative strategy, and affordable housing.

This part-time position is currently planned for a four-month temporary position. We welcome undergraduate and graduate students who are interested in this position, as well as those with relevant skills and experience looking for a part-time remote position. While our work is currently entirely remote, due to the local nature of our work we prefer applicants to live in or have a strong connection to the East Bay (Alameda and Contra Costa Counties).

Duties and Responsibilities

Support Digital Communications (40%): Support the Communications Manager in digital communications including drafting written content for emails, petitions, and events to be used on our digital engagement platform, Salsa Engage; evaluating and updating information on social media sites and webpages; scheduling meetings using calendar and virtual meeting tools.

Support Asset and Collateral Management: (40%): Support the Communications Manager in auditing and organizing digital assets such as photographs, web pages, and videos; support the Communications Manager in organizing and expanding reporter information and news tracking; learning and implementing accessibility best-practice for tagging and naming images; editing and inserting captioning in videos.

Creating and Editing Visual Products: (10%): Assist program staff in editing and occasionally drafting digital images and videos using tools such as Canva and Photoshop Elements.

General administration (10%): Perform administrative tasks such as responding to voicemail messages, note taking, data entry, attending weekly staff meetings, and other meetings as necessary.

Key Skills and Qualifications:

- Strong written and in-person communication skills to work with a diverse range of staff and partners. Strong writing in English is required. Communication skills in other languages is a plus.
- Excellent computer and internet skills, including written communication, email communication, and social media platforms. Some experience using spreadsheets a plus.
- Two or more years of coursework at a community college or university including at least one Communications- or media-production course OR 2 or more years of training in community-based communications for social change skills through advocacy campaigns or community organizing.
- Some experience using video editing tools and digital design tools such as Canva or Photoshop.
- Interest and ability to learn about and execute ethical communications practices.
- Interest in learning more about communications strategy, interacting with reporters and the media, advocacy communications, and housing justice a plus.
- Demonstrated leadership skills and ability to work independently as well as collaboratively, and to take on and prioritize on numerous projects.
- Strong time management, well-organized, flexible, patient, positive, a quick learner and an ability to perform remote work in a professional team environment.

Commitment to the mission of EBHO, including racial and economic diversity and equity, social justice, affordable housing advocacy and community organizing.

EBHO is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other category. We strongly encourage people of color, LGBTQIA+ persons, people of different levels of physical ability, people with diverse national and class origins and all qualified persons to apply for this position.

Compensation: This is a temporary, non-exempt, hourly position that does not provide benefits. Hourly range from \$26-32/hour dependent on experience.

To apply: Please send a resume and tailored cover letter in a single PDF with your name and the position title in the file name (NAME_CommunicationsSpecialist) to Grover Wehman-Brown grover@ebho.org. Applications will be accepted on a rolling basis but we plan to finalize our hiring process by mid-May.