

## Communications Associate Job Description

The Communications Associate will work with the team led by the COO of Breathe California of Sacramento Region for the implementation of the organization's communications needs.

### RESPONSIBILITIES AND DUTIES:

Specific duties include, but are not limited to the following:

- Design and draft content for both digital and print materials for events, programs and general organizational functions
- Maintain organization's website
- Edit content and create design elements and layout of annual report
- Create electronic communications (e news, e blasts)
- Maintain organization's social media

### QUALIFICATIONS:

- Bachelor's Degree in visual design or a related field
- Experience with Adobe Creative Suite including Acrobat, After Effects, Dreamweaver, Illustrator, InDesign, Photoshop and/or Premiere
- Experience with Wordpress, HTML and CSS
- Experience with Constant Contact
- Attention to detail, ability to work independently and ability to manage several long-term projects at once
- Outstanding written and oral communication and design skills
- Able to balance a high volume of work requests

This position requires flexibility in hours with both early morning and evening meetings and some weekends.

Position salary range \$35,000 to \$40,000 with generous benefits including medical, dental, vision, long term disability, life insurance, and 401k plan.

Please send a resume with salary history and a cover letter to:

Breathe California Sacramento Region

909 12<sup>th</sup> Street, Ste. 100

Sacramento, CA 95814

Or email Stacy Springer:

[sspringer@sacbreathe.org](mailto:sspringer@sacbreathe.org)