

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
- Edit content and create design elements and layout of annual report
- Draft written content for newsletters, flyers, program materials, etc.
- Create electronic communications (e news, e blasts)

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 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

DESIRED QUALIFICATIONS:

- Experience with Wordpress, HTML and CSS

This is a part-time position (3 days/week) with an hourly pay range of \$17-\$20 per hour.

Position also offers generous benefits.

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

Breathe California Sacramento Region

909 12th Street, Ste. 100

Sacramento, CA 95814

Or email Stacy Springer:

sspringer@sacbreathe.org