

Job Announcement
The Position: Communications Assistant
Reports to: Executive Director
Location: Sacramento, CA
Part-time, Temporary

The Position

The Communications Assistant will be responsible for updating the ITUP web site, including banners, landing pages, publication links, and event announcements, as well as supporting content development for ITUP postings, publications and external communications. The Communications Assistant will work with ITUP in Sacramento for at least 15 hours per week through April 1 with the possibility of extending.

About ITUP

ITUP is an independent 501(c)(3) nonprofit organization and health policy institute that for more than two decades has offered expert analysis and facilitated convenings of California health care leaders on issues affecting health and health policy in the state. The mission of ITUP is to promote innovative and workable policy solutions that expand health care access and improve the health of Californians. ITUP conducts policy-focused research to inform state decision-making on health care programs and policies. ITUP maintains an active social media presence, posts regular blogs and research publications on timely health reform topics and engages with health care leaders and stakeholders around the state through statewide and regional convenings.

Responsibilities

- Update the ITUP web site, including banners, landing pages, event announcements and publications
- Support content development for blogs, publications, web site content, email communications, and social media postings
- Assist in designing and building marketing emails
- Work with the ITUP team to coordinate onsite IT, event mobile application and related elements for the ITUP annual conference on February 4-5, 2019 in Sacramento

Minimum Qualifications

- Ability to work at least 15 hours per week through April 1, 2019
- Proficient computer skills and in-depth knowledge of MS Office, Dropbox, RegFox, WordPress and MailChimp; experience with HTML and CSS a plus
- Recent professional experience with social media platforms, including Facebook, Twitter, and LinkedIn
- Eye for design (enthusiasm for user-friendly, visual presentation); must care about user experience and always be thinking in terms of how the user interacts/interprets what is on screen
- Excellent writer and copy editor; understand basic communications approaches and strategies
- Familiarity with image and video/audio editing a plus

Competencies and Attributes

- Punctual, dependable, and responsible
- Flexible and patient
- Exceptional time management and organizational skills with the ability to shift gears quickly; detail oriented and efficient in managing multiple tasks and deadlines
- Must be able to take direction and execute based on that direction
- Problem solving attitude with strong attention to detail
- Must always check your work, be curious and ask clarifying questions that refine the work product
- Capacity to work independently and as part of a team
- Adaptability and willingness to learn new skills, styles, methods and content
- Confidentiality
- Experience or interest working with nonprofit organizations
- A passion for the mission of ITUP
- Tenacity, creativity and initiative
- Sense of humor

Compensation

This is a paid, part-time, temporary position with entry level compensation plus reimbursement for parking or public transportation. Temporary positions may lead to further paid work depending on performance and available resources.

How to Apply

To apply, please send a cover letter and resume to jobs@itup.org with "ITUP Communications Assistant" as the subject line of the email. Please also send a relevant work sample (e.g. an article, blog post, website link, social media example, etc.).

Applications will be reviewed on a rolling basis.

ITUP is an equal opportunity employer strongly committed to building a staff that represents the diversity of communities in California