



## COMMUNICATIONS ASSOCIATE

The Housing & Community Development Network of New Jersey, the statewide association of housing and community development organizations, seeks a communications associate to join our dedicated staff for this **full or part-time position**. The successful candidate will have strong writing skills, demonstrated experience with digital communications and a commitment to racial, economic and social justice. We actively seek professionals who have a proven ability to manage their time, execute deliverables and work well as part of a team. Our staff is comprised of lifelong learners, who demonstrate strong attention to detail and organization and meet deadlines while managing multiple projects. The Network offers flexible hours, family friendly work policies and opportunities to work remotely for many positions.

### **RESPONSIBILITIES:**

- Working with the Communications Director, Director of Advocacy and other senior staff to help develop digital media opportunities to increase visibility of the Network and our members, and help craft an effective message to educate the public about the importance of housing affordability and the work of the community development sector across multiple media platforms.
- Publish a variety of digital content that provides an overall rich experience for members, allies and visitors. Develop postings to ensure content is on-brand and search- and social-optimized.
- Amplify opportunities and challenges around issues of concern to Network members, keeping staff and members aware of their existence and assist in developing strategies to adapt/join with them in furtherance of the Network's mission.
- Help develop and implement targeted digital communications relations strategies with specific public policy campaigns; execute social media campaigns for key days, themes, and prioritize upcoming content across platforms.
- Create content for social media accounts and post regularly on each account; manage social ad campaigns and other promotions; track and share results for continuous improvement to targeting and segmenting.
- Assist Communications Director and senior staff with traditional media and communications responsibilities as needed, including relationships with media representatives, press materials, events, etc.
- Seek regular opportunities for senior staff and Board leaders to engage with key stakeholders on social media and curate up-to-date lists of key accounts.
- Contribute to overall digital content strategy and inform senior staff of upcoming topics, news and milestones, and external opportunities.
- Support other communications projects, outreach, and products as needed.
- Represent the Network at events as needed.

**SKILLS/QUALIFICATIONS:**

- Must have excellent written, presentation, oral communications and interpersonal skills
- Minimum of 2 years of experience in media and communications roles, including internships and volunteer work.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Knowledge of best practices for writing and publishing on different platforms (especially Twitter, Facebook and Instagram)
- Must be a creative and strategic thinker with good judgment and ability to make independent decisions in a changing environment.
- Attention to detail and problem solving skills.
- Ability to manage time, deliverables and meet deadlines. Strong attention to detail and organization while managing deadlines and multiple projects.
- Must be willing and able to travel, as needed; flexible and remote opportunities for this position are available.
- Commitment to professional development and social justice is required.
- Housing, community development and/or grassroots issue advocacy experience a plus.

**Competitive salary and benefits package.** Women and people of color are encouraged to apply. Please submit resume and cover letter via email to: [Human.Resources@hcdnnj.org](mailto:Human.Resources@hcdnnj.org) and add position title to the subject line.