

COMMUNICATIONS ASSOCIATE

Our Communications Associate supports OK Policy and its programs by planning, delivering, and measuring communications tactics and strategies that advance the organization. This role involves developing and assisting with print, digital, and multimedia content creation for communications campaigns, as well as day-to-day management of the organization's digital assets (websites and social media). This position reports directly to OK Policy's Communications Director.

Duties/Responsibilities

- Plan, create and manage the organization's digital communication assets, including primary organization calendars, staff media trackers, websites and microsites (Wordpress CMS), email newsletters and platforms (Salsa Engage), social media accounts; monitor data for evaluation & reporting on the effectiveness of communications activities.
- Design policy briefs, infographics, fact sheets, and other materials for print and online publication; create and publish regular content for social media; maintain existing social media strategies while developing new ideas to keep OK Policy current with media trends.
- Produce and/or manage audio and video communications for the organization, including technical support and backend management for virtual events as needed.
- Participate in strategic planning for communications campaigns for both issue advocacy and organizational goals.
- Work with staff and coalition partners to edit written materials for clarity, appropriate tone, and adherence to the organization's style; maintain the update the organization's style guide and other resources.
- Contribute positively to our culture, which we like to think blends excellence with heart (and a keen sense of humor helps).
- Other duties as assigned.

Skills / Experience

Essential:

- 4 years' relevant professional experience in communications, journalism, public relations, or a related field.
- Strong technical skills that include data manipulation, graphics, design of graphs/charts, publication design, and formatting, and website maintenance; experience with WordPress.
- Experience with Adobe Creative Suite to create publications and collateral for both print and online.
- Comfortable with taking direction, as well as providing, receiving, and implementing feedback from others.
- Proven ability to manage multiple projects, set priorities and meet deadlines in a changing environment; demonstrated ability to set and manage priorities under tight deadlines with an outcomes-oriented approach.
- Strong commitment to the mission, goals, and values of OK Policy.

Desirable:

- Outstanding writing skills, including the ability to write effectively for diverse audiences.
- Knowledge of state legislative processes and familiarity with Oklahoma policy issues.
- Prior experience in the advocacy, educational equity, or broader nonprofit arenas is a plus, but not a requirement.

Education:

- Bachelor's or professional degree in communications, marketing, graphic design, other related field, or an equivalent of directly related professional experience.

Working Conditions

OK Policy's headquarters are located in Tulsa, OK; however, in order to ensure the health and wellbeing of our team, all OK Policy staff are currently working remotely due to the coronavirus pandemic.

- Ability to work remotely during OK Policy's normal operating hours (8:30 – 5:00, M-F).

- Ability to work evenings and weekends, if needed, particularly during state legislative session, or to support events.
- The position can be based anywhere within the state of Oklahoma, and is full-time.
- Position may require some travel in and out of state, including an occasional in-person presence in Oklahoma City during legislative session - typically less than 25% of working time.
- Physical effort/lifting requirements - up to 25 lbs., for lifting supplies and materials, as needed*.
- Position frequently requires the ability to sit for extended periods of time*.
- Position continually requires the ability to talk and hear both in person and over the phone*.
- Position continually requires visual acuity as well as hand and finger dexterity to operate equipment, read, and use a keyboard*.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job to the extent possible for this position.*

Compensation

OK Policy values its employees, and as such, offers a competitive total compensation package, which includes both cash compensation and benefits. This position is eligible to participate in the following benefits:

- Employer sponsored health plans, including: health, dental, and vision insurance.
- Retirement plan benefits and employer matching up to 5% (first 3% without any match requirement).
- Additional benefits – including health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), short-term disability insurance, and legal assistance.
- Employer-paid long-term disability and life insurance benefits.
- OK Policy recognizes all federal holidays, as well as Election Day and Juneteenth, along with two (2) floating holidays that can be used at the team member's discretion.
- OK Policy provides a general PTO package, including: vacation leave, sick/personal leave, paid family leave, and more!

Salary Range: \$36,000 - \$50,000 annually (*commensurate with skills & experience*)

The above is intended to describe the general content of and requirements for the performance of this job and is not a guarantee of employment. This document is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to reasonably assign or reassign duties and responsibilities to/from this job at any time. Oklahoma is an "employment-at will" state; therefore, employment as a team member of the Oklahoma Policy Institute (OK Policy) is considered to be "at-will" and may be terminated by you or the employer at any time. The Oklahoma Policy Institute (OK Policy) is an equal opportunity employer, are committed to racial and gender equity, and we make a particular effort to recruit candidates who identify as Black, Indigenous, people of color, and gender non-binary to apply for open positions.