



## **Communications & Engagement Associate**

The Commonwealth Institute seeks a dynamic and experienced Communications and Engagement Associate to support the organization in our fast-paced, value-based, collaborative environment.

### **Who We Are**

The Commonwealth Institute for Fiscal Analysis (TCI) advances racial and economic justice in Virginia by advocating for public policies that are designed in partnership with people most impacted, and shaped by credible, accessible fiscal and policy research. TCI's vision is that, in the coming years, people of color and people with low incomes have used their power to build new, inclusive systems of justice and opportunity in Virginia.

TCI respects, values, and celebrates the attributes, characteristics, and perspectives that make each person unique. Bringing diverse individuals together allows TCI and allies to collectively and more effectively address the issues that face Virginia communities. TCI further recognizes that we live and work in a society that is structured by racism and white privilege, both of which adversely impact communities of color. It is one of TCI's core values that its organizational culture, staff, partners, strategies, and investments advance racial justice within and beyond the organization.

Throughout its nearly 20 year history, TCI has amassed an impressive record of achievements, including being a central player in the successful efforts to connect people with low incomes to health care through Medicaid expansion, boost the minimum wage, protect and strengthen the state Earned Income Tax Credit, expand immigrant rights, improve Virginia's K-12 education funding system, reform costly tax breaks, and reform policies that lead to the criminalization of poverty in the state.

## **What you'll do:**

### **Support TCI's outreach and engagement work (Helper)**

- Partner with the Director of Outreach and Engagement to represent TCI at community events and gatherings
- Support the Director of Outreach and Engagement's coalition management and logistical efforts
- Support TCI's coalition work and deepen existing relationships

### **Bridge TCI's communications and community engagement work (Owner)**

- Leverage coalition efforts by identifying and helping execute opportunities to build on community and partner engagement with strategic communications
- Provide a communications lens to coalition activities and engagement with intentional emphasis on identifying opportunities to incorporate community voice and connecting community engagement with TCI's policy work

### **Enhance TCI's social media presence with a focus on Instagram (Owner)**

- Utilize TCI's voice to drive Instagram presence with engaging content that remains true to the organization's reputation
- Increase social media presence and manage content posting/scheduling

### **Support communications processes (Helper)**

- Assist the Director of Communications with email campaigns
- Assist with keeping TCI's website up to date with the latest communication and content updates and edits, and contribute to Search Engine Optimization
- Develop basic to intermediate-level graphics and ads for organizational use on social media and other materials
- Assist with the development of one-pagers and reports by designing and editing layouts of final products
- Coordinate with translation service vendors to produce multilingual versions of TCI products
- Help ensure products are designed for accessibility to ensure content is available for a wide audience
- Assist with the creation, pre- and/or post-production of TCI video content

## **What we're looking for:**

- Excellent written and verbal communication skills and the ability to interact positively with all levels within the organization, including community partners, advocates, donors, and peers
- Graphic design and video editing skills
- Highly organized and able to efficiently prioritize a large workload of tasks
- The ability to thrive in a deadline-driven environment
- A focus on outcomes, able to give and receive constructive criticism in the pursuit of an ever-stronger organization
- A passion for improving the lives of people in Virginia with low incomes and communities of color, tempered by the understanding that policy progress rarely happens overnight and takes collaboration
- Commitment to social, economic, and racial justice

## **Logistics**

**Compensation:** Starting salary is \$58,000 - \$68,000 annually, depending on experience. TCI also provides generous benefits, including comprehensive health care, dental, and vision coverage; generous vacation leave; and a retirement plan with organizational matching contributions.

We also support and provide opportunities for professional development and growth.

**Bargaining Unit Status:** This position is within a collective bargaining unit represented by a recognized staff union, TCI United (NPEU), and specific terms and conditions of employment may be subject to a future Collective Bargaining Agreement.

**Manager:** This position reports to the Communications Director but will also work closely with the Director of Outreach and Engagement.

**Location:** TCI staff have the option to work remotely from within the state of Virginia or in our Richmond office

**Hours:** In order to be present in communities, this position may require attending some evening or weekend events. TCI provides comp time for staff required to work outside of normal organizational working hours.

**Travel:** Regular in-state travel (2-3 times/month) and occasional travel out of state (2-3 times/year) may be required.

**To Apply:** Send cover letter and resume in PDF or Word format to shabana+hiring@thecommonwealthinstitute.org. No phone calls or other email inquiries, please.

**Timing:** Position open until filled.

*The Commonwealth Institute for Fiscal Analysis is a 501(c)(3) non-profit organization. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

### **The MOCHA Framework**

**MANAGER** | Assigns responsibility and holds the owner accountable. Makes suggestions, asks hard questions, reviews progress, serves as a resource, and intervenes if the work is off-track.

**OWNER** | Has overall responsibility for the success or failure of the project. Ensures that all the work gets done (directly or with helpers) and that others are involved appropriately. There should only be one owner.

**CONSULTED** | Should be asked for input or needs to be brought into the project.

**HELPER** | Assists with or does some of the work.

**APPROVER** | Signs off on decisions before they're final. May be the manager, though might also be the President & CEO, external partner, or board chair.

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