



Marketing and Communications Project Associate

Department: Marketing and Communications

Reports to: Vice President of Marketing and Communications

Hours and Location: Full time, exempt. Initially working remotely due to COVID-19, but when the office reopens, this position will be based in our Downtown Oakland office.

Starting Salary: \$60,000

Application Deadline: Rolling Application Review

Ideal Start Date: Fall 2021

About the East Bay Community Foundation

Founded in 1928 and supported by over 400 local donors, the East Bay Community Foundation partners with fundholders, social movements, and the community to eliminate structural barriers, advance racial equity, and transform political, social, and economic outcomes for all who call the East Bay home. The Foundation is committed to advancing a Just East Bay, where all members of our community are treated fairly; resulting in equitable opportunity and outcomes for all. Today, EBCF manages over \$800 million in community-based assets and offers charitable tools, funds, and investment options to enable donors to give smartly. For more information, visit ebcf.org.

Position Summary

We're seeking a "project management adventurer" who is passionate about racial justice and social justice to join the Marketing & Communications team.

If keeping details organized and ensuring that what you have to say is clearly understood are important to you, you'll find a good fit on our team. This is a great opportunity to learn about social sector communications & marketing, how creative projects are built, and the unique value that EBCF creates for the East Bay community. We're looking for a candidate who loves piloting new ways of working, who is flexible and is willing to do things differently to achieve our goals, and who loves to geek-out about efficiency and project management.

The Marketing and Communications Project Associate is a new position that will be the glue that keeps our growing team moving forward. The person in this role will interact with a wide array of team members across the organization. They will be responsible for three key functions of our department: Administrative Support, Project Management, and Communications & Production Support.

Essential Duties and Responsibilities:

Administrative Support

- Schedules meetings for the Vice President of Marketing & Communications;
- Takes notes in meetings, supports meeting facilitation, and translates notes into action items and Asana tasks; and
- Processes contracts, invoices, and expense reimbursements.

Project Management

- Works with teams from different departments to ensure marketing & communications project requests are efficiently submitted and processed;
- Manages the project pipeline which includes creating tasks for project completion and communicating updates to stakeholders; and
- Conducts intake interviews and drafts creative briefs that capture critical project information like goals, audiences, and deadlines.

Communications & Production Support

- Coordinates the delivery of project assets to vendors including graphic designers, printers, etc.;
- Drafts collateral copy for reports and/or blog posts that will be used on our website or in promotional materials;
- Resizes images and collateral as needed using programs like Photoshop or Canva; and
- Places text in pre-designed layout templates using software like InDesign;

This position offers the right candidate significant opportunities to grow their skills in this area specifically.

Candidate will possess:

- Excellent interpersonal skills and ability to establish and maintain effective and respectful working relationships;
- Eagerness to learn new skills, try to different approaches, and adapt to changing project goals;
- Exceptional written and verbal communication skills, including the ability to communicate well via email, chat, and telephone;
- Strong organization skills, and ability to keep multiple projects moving forward on time. Experience working with project management tools like Asana especially desired;
- Flexibility and adaptability to achieve project goals with limited information and infrastructure. Openness to feedback;
- Ability to approach each day with curiosity, humor, integrity, humility, and compassion;
- A commitment to learning, accountability, openness to conflict, and attention to results;
- Passion for racial justice and social justice movements, community organizing, and capacity building; and
- Interest in acquiring skills and experience in social sector marketing & communications.

Compensation

The starting salary for this position is **\$60,000**. Compensation is commensurate with experience and background. EBCF offers an excellent benefits package.

How to Apply

To apply, please email a combined PDF or Microsoft Word File of a cover letter and resume to jobs@eastbaycf.org. Please use the subject line: EBCF MC Project Associate.

Applications will be reviewed as they are received.

The East Bay Community Foundation (EBCF) is an equal-opportunity employer with a commitment to racial justice and racial equity. EBCF does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will organization. The Foundation welcomes and encourages people of color, women, LGBTQIA+ people, and members of other historically disenfranchised groups to apply.