

# JOIN OUR TEAM!

The California Pan-Ethnic Health Network (CPEHN) is seeking a full time Communications Associate to support our communications and policy work. The Communications Associate will create social media content and graphics, compile daily news clips, manage and update press lists, support the creation and dissemination of CPEHN's communications including press releases, action alerts, and newsletters, will track bills and monitor committee hearings, and support the planning and execution of CPEHN's events including webinars, community forums, press events, and town halls. **This position may be based anywhere in California.** CPEHN maintains offices in Oakland and Sacramento.

CPEHN is a statewide health advocacy organization focused on addressing racial and ethnic health disparities. The Communications Associate will work closely with the Senior Communications Manager and the Managing Director of Policy to support communications strategy and amplification of our work as well as support legislative tracking and event logistics.

We are looking for someone to join our team who is passionate about health equity and has a background in communications, **content creation**, and **event management** (in-person and virtual). Our ideal candidate is someone who demonstrates strong content creation and writing skills, exhibits passion for **uplifting California's communities of color**, and has experience with the **legislative process**. This is a unique opportunity for someone looking to implement communications strategies as a part of a team working to promote health equity for California's communities of color.

## Essential Skills:

- Strong knowledge of graphic design and programs like Canva
- Ability to manage multiple tasks at once
- Strong ability to problem solve
- Experience scheduling, managing electronic files, and other administrative tasks
- Event management experience, especially virtual logistics (Zoom, creating programs and agendas, outreach and relationship management with speakers)
- Relationship management with a wide variety of audiences including community groups, Capitol staff, and third-party vendors
- Cultural humility and ability to understand issues impacting all communities of color

## Required Qualifications:

- 1-2 years of communications experience, including coursework and internships

## Compensation and Benefits:

\$47,750 – \$53,000 (DOE). Excellent benefits (100% employer paid health and dental insurance, retirement plan contributions, sabbatical leave, and more). CPEHN provides all employees with professional development funds to grow and hone skills relevant to their work.

## To Apply:

Submit your application in a PDF document including a cover letter, resume, and 1 writing samples (no longer than 2 pages) and 1 social media sample (can include a Facebook or Twitter post, an infographic, a flyer, or a presentation). Submit application to: [jobs@cpehn.org](mailto:jobs@cpehn.org), subject: Communications Associate Application.

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*CPEHN is an equal opportunity employer and is committed to identifying and developing the skills and leadership of people from diverse backgrounds. Bilingual individuals are encouraged to apply.*

*CPEHN Values: Integrity | Equity | Collaboration | Commitment*