

JOIN OUR TEAM!

The California Pan-Ethnic Health Network (CPEHN) is seeking a full-time Communications Associate. The Communications Associate will create social media content and graphics, compile daily news clips, manage and update press lists, and support pitching to reporters. They will support the creation and dissemination of CPEHN's communications including press releases, action alerts, and newsletters and support the planning and execution of CPEHN's events. Additionally, they are responsible for drafting and contributing to Grants Team projects, including proposals and reports.

This position may be based anywhere in California. CPEHN maintains physical offices in Oakland and Sacramento. CPEHN has a mandatory up-to-date COVID-19 vaccination policy.

CPEHN is a statewide health advocacy organization focused on addressing racial and ethnic health disparities.

We are looking for someone to join our team who is passionate about health equity and has a background in communications, **content creation**, and **strong writing and proofreading** skills. Our ideal candidate is someone who demonstrates exhibits passion for **uplifting California's communities of color**. This is a unique opportunity for someone looking to grow and hone their skills 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
- Strong writing and proofreading skills
- Ability to manage multiple tasks at once
- Strong attention to detail
- Experience working with media/reporters
- Experience scheduling, managing electronic files, and other administrative tasks (including notetaking, etc.)
- 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 – \$52,500 (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 single PDF document to jobs@cpehn.org, subject: Communications Associate Application.

Please include:

- Cover letter
- Resume
- 1 writing sample (no longer than 2 pages)
- 1 social media sample (can include: Facebook or Twitter post, an infographic, a flyer, or a presentation)

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