

Job Announcement

Communications Manager

Organizational Background

The California Pan-Ethnic Health Network (CPEHN) is a multicultural health policy organization working to improve the health of communities of color in California. CPEHN's mission is to promote health equity by advocating for public policies and sufficient resources to address the health needs of communities of color. To find out more about CPEHN visit www.cpehn.org.

Position Summary

CPEHN is seeking a full-time Communications Manager based in Oakland or Sacramento to create and implement our organizational plan for strategic communications. The Manager will work with all staff to ensure that our communications strategies increase organizational visibility, promote our policy agenda, and develop media relationships. Key responsibilities for this position include:

- Work with Executive Director and staff to develop a comprehensive communications strategy, with annual goals that advance the organization's mission and policy priorities.
- Produce high quality publications, web content, social media strategies and campaigns, and other external communications.
- Develop strategic dissemination of CPEHN's health equity policy efforts, analyses, and messages to multiple audiences including media, policymakers, and the public.
- Deliver a consistent organizational image/brand in all external communications to multiple audiences to increase visibility and promote narrative change.
- Cultivate new and existing relationships with media outlets, including serving as a media spokesperson.
- Work with staff to develop materials for fundraising campaigns and assist with grant proposals and reports for funders.

Qualifications and Preferred Experience

- Demonstrated experience working with communities of color.
- Advanced verbal and written skills to articulate ideas and issues concisely and persuasively, using appropriate editorial style and English grammar.
- Bilingual in Spanish or another non-English language preferred.
- Bachelor's degree required; Masters or advanced degree in public health, public policy, or communications preferred.
- Advanced knowledge and capacity in Microsoft Office suite, Adobe Creative suite and other key publishing programs.
- At least 3 years' experience in a communications position with increasing responsibility.
- Ability to develop materials for diverse audiences such as community leaders, policymakers, media, and donors.
- Strong media relations experience with TV, print, and/or radio preferred.
- Strong attention to detail and technical accuracy.
- Proven organizational ability to prioritize multiple assignments and meet conflicting deadlines within a dynamic environment.

Compensation

Between \$58,000-\$75,000 depending on experience (DOE). Excellent benefits, including medical, dental, public transportation stipend, and employer contribution to retirement program.

To Apply

Submit ONE DOCUMENT in Word or PDF to: jobs@cpehn.org with a cover letter, résumé, and writing sample (sample should be less than 5 pages, double spaced).