



## **JOB ANNOUNCEMENT**

### **PART TIME COMMUNICATIONS MANAGER**

**January 3, 2023**

#### **THE ORGANIZATION**

Village Movement California is the statewide coalition of 46 grassroots community organizations called villages. Villages are peer led membership organizations that connect older adults to the community, programming, and expertise they need to sustain independence and remain in charge of their lives as they age. The organization advances the growth, impact, and sustainability of California’s village movement through a robust program of advocacy, marketing and communications, a Village Incubator, a Diversity Equity Inclusion Training Institute, and an annual convening. Village Movement California is expanding its staffing to fulfill the California Master Plan for Aging’s objective to promote and expand the village model of volunteerism and services, building on the strengths of California’s diverse communities.

#### **JOB SUMMARY**

The Communications Manager is a new, half time position (20 hours) created to support Village Movement California during an exciting time of growth. The Manager is responsible for the implementation of specific communication strategies outlined in our updated communications plan, including social media, website updates and maintenance, newsletter and eblast production, and visual assets. The Manager is an ambassador for Village Movement California and will receive indepth training about the goals, values, strategies, messages, and brand of the village movement. The Manager reports directly to the Executive Director and works closely with Village Movement California staff and volunteers.

#### **JOB QUALIFICATIONS**

The successful candidate will have the following:

- A Bachelor’s degree and two years of experience in a communications
- Excellent written and oral communication skills
- Command of social media including Twitter, Facebook, LinkedIn, YouTube

- Proficiency with WordPress, MailChimp, Zoom, Google Analytics, Microsoft Office Suite of products, and databases, and with
- Outstanding organizational and time management skills, with attention to details and deadlines
- Curiosity and cultural humility
- Fluency in languages other than English preferred and will be compensated
- Must be up to date on COVID vaccinations and boosters

## **COMPENSATION AND BENEFITS**

- Salary \$35,000 for .5 FTE
- Health Insurance, Vision, and Dental Insurance
- Generous Holiday and PTO policy
- Remote work with occasional in-person meetings and events

## **APPLICATION PROCESS**

- Send a resume and a cover letter to: [info@villagemovementcalifornia.org](mailto:info@villagemovementcalifornia.org)

Village Movement California an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.