



Communications Associate

Position Description

Human Impact Partners (HIP) seeks a Communications Associate to support a communications strategy in line with our mission, vision, values, and culture. This strategy encompasses:

- Narrative change strategy to advance health equity
- Organizational digital platform management
- Production of policy-focused research materials
- Earned/paid media strategy to support advocacy and organizing activities

Location: Oakland, CA (when we resume in-office operations later this year); we may consider exceptional candidates based remotely.

Status: Full-time

Salary: \$60,000 to \$70,000 annually

Deadline: Please submit applications by 4:00 pm Pacific Time on Thursday, May 20, 2021. This position is open until filled.

About Human Impact Partners

Human Impact Partners (HIP) is a national public health organization that brings the power of public health to campaigns and movements for a just society. We are committed to centering equity in public health practice and to building collective power for change with social justice movements.

HIP uses advocacy, organizing, policy-driven research, and capacity building strategies to transform public health practice and advance equitable policymaking at the local, state, and federal level. We focus on key determinants that affect health: community safety and immigration (through our Health Instead of Punishment Program), economic security, and housing, land use, and transportation.

We are a growing nonprofit with 14 staff, and we are looking to build a diverse team. For more details about HIP and our approach, visit: www.HumanImpact.org.

About the Position

The Communications Associate will support and implement HIP's strategic communications efforts, working closely with the rest of the HIP team to advance a structural analysis of what creates health. They will also provide project coordination support for Capacity Building Program projects 25% of their time.

Responsibilities

Communications (approximately 70%):

- With guidance from Communications Director, support the development and implementation of an organizational communications strategy to advance HIP's work and keep building HIP's reputation and position as a national public health leader.
 - Implement editorial and design production process for HIP research and advocacy publication.
 - Support all stages of the HIP research publication process from drafting to publication and dissemination to support production of HIP materials
 - Work closely with HIP staff and community partners to implement communications activities related to advocacy efforts, organizing campaigns, and research projects. This includes:
 - Developing and implementing social media content
 - Setting up emails and writing and producing newsletters
 - Website content maintenance
 - Writing fact sheets, press releases, media pitches, op-eds, letters to the editor, and social media content as needed
- Support collaborative processes with HIP staff and community and governmental partners to develop and disseminate strategic narratives about racial and health equity and connect policy issues to public health, racial justice, and community power-building
 - Provide administrative support for partner convenings, trainings, and meetings, including arranging travel, meeting logistics, note-taking during meetings, etc.
- Support Communications Director in building an earned media strategy and cultivate relationships with print, broadcast, and new media journalists to maximize HIP's programmatic work
- Support the year-end fundraising drive at HIP, including coordinating the appeal calendar, tracking donations, and sending gift acknowledgements
- Some travel will be required when the pandemic is over



Project Coordination for Capacity Building (approximately 25%):

- Provide project coordination support to the capacity building team and projects with public health organizations, which may include preparing participant materials for virtual and in-person trainings or workshops, minor video editing of training recordings, organizing project files, coordinating invoicing with project leads, etc.
- Support the use of new interactive tools for virtual workshops (e.g., Miro Board or other virtual annotation tools) across the capacity building team
- Implement a content maintenance plan for HIP's [Health Equity Guide online resource](#)

Qualifications

Values

- A deep commitment to racial, economic, and gender justice and HIP's mission
- A desire to advance population health through policy and systems change
- A solid sense of humor

We don't expect anyone to bring all of these skills, but seek a mix of the following:

Skills and expertise

- 1-2 years experience in public interest communications, development, and/or nonprofit marketing — preferably in a social justice setting / organization
- Strong writing, editing, and verbal skills, including the ability to clearly and empathetically communicate with a wide range of audiences (e.g., directly-impacted communities, policymakers, public health practitioners)
- Fluent in strategic digital communications/digital organizing, including the use of Facebook, Twitter, and other social media platforms and digital tools
- Demonstrated ability to build consensus, negotiate, and strategically disagree within a diverse and highly collaborative work environment
- High level of self-awareness and ability to give and receive feedback well
- Demonstrated success working with partners from diverse backgrounds and life experiences
- Demonstrated experience managing competing priorities while maintaining high standards of quality and responsiveness
- High attention to detail and follow-through; integrity in managing sensitive financial and donor information



- Actively follows current events and keeps up-to-date with the national discourse on public policymaking and the role of government to advance racial justice
- Lived experience belonging to communities most impacted by structural inequity
- Pro-Oxford comma

Wishlist for additional qualifications

- Experience facilitating and working within broad and diverse coalitions
- Experience with Google Analytics, Action Network, Wordpress, Canva, Miro Boards
- Written and verbal Spanish proficiency
- Experience with user-centered website and digital product design
- Experience with individual donor fundraising
- Graphic design experience
- Experience working on the issues of community safety, immigration, economic justice, etc. a plus

How to Apply

Please submit an application consisting of the following materials combined into a single PDF:

- Cover letter
- Resume
- 2 to 3 writing samples (4-page maximum length per writing sample; preferably the samples are a mix of writing styles, e.g., blog post, op-ed, fact sheet, talking points, etc.)
- Contact information for 3 references (we'll notify applicants before contacting references)

Please submit your PDF application to CommsAssociate2021@humanimpact.org by 4:00 p.m. PT on Thursday, May 20, 2021.

We aim to have the Communications Associate begin on July 1, 2021.

Equal Opportunity Employment

Human Impact Partners is an Equal Opportunity Employer. We strongly encourage people with lived experiences related to the issues we work on (such as the criminal legal system, economic security, immigration), people of color, people with disabilities, and LGBTQ+ folks to seek employment or board opportunities with us. We do not conduct criminal background checks on candidates.