Job Title: Communications & Marketing Associate
FLSA Status: Full Time, Exempt
Reports to: Development Director

Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation, and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Under the supervision of the Development Director, the Communications & Marketing Associate will elevate the mission and vision of the Center for African American Health to existing and prospective program participants, community members, partners and donors through creation and strategic use of promotional and educational content including graphics, photos, logos, and compelling messaging.

Primary Roles and Responsibilities
- This role reports to the Development Director and is an integral part of the Development team supporting the resourcing of the organizational objectives through building supporter audience and effectively communicating impact using a balance of cultivation/storytelling communications and technical data and research (head based) communications.
- Collaborates with program leads to fully understand program and service offerings and audience of the organization.
- Attends outreach and fundraising efforts to build content and gather materials for timely and engaging communication.
- Analyzes audience data and trends with best practices and proven methods to recommend the most effective communications technique.
- Based on assessment, drafts, and proposes communications campaigns, which may include social and online media, print media, direct mail, and other multimedia.
- Presents design ideas and recommendations to Development Director, project leads, or other organizational teams and committees.
- Creates and coordinates multimedia packages.
- Provides final copy writing support for the organization’s public facing communications, grants, and marketing.
- Designs and creates all organizational and event presentation templates and assist with finalizing presentations for staff presenters.
- Composes draft speeches for senior management and assists with finalizing speeches.
- Schedules and develops filming scripts and production.
- Evaluates success of campaigns when completed.
- Designs promotional banners, gifts, and apparel to remain consistent with organizational branding and style.
- Vets and maintains a preferred list of A/V professionals, photographers, video production and other communications, printing, and graphic design vendors for special project usage.

Requirements/Qualifications
- Preferred Bachelor’s degree in Marketing, Journalism, Advertising, Communications, or related field.
- Three to five years of related experience writing and editing projects; portfolio of relevant previous projects highly preferred.
- Excellent verbal and written communication skills including a strong basis in guiding engaging public speaking and presentations.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software; graphic design software; email programs
- Valid Driver’s License and reliable, insured vehicle.

Salary Range
$45,000 - $50,000

Additional Employee Benefits
We offer a comprehensive benefits package including health, dental, short term and long-term disability, Employee Assistance Program, Employee Wellness Allowance reimbursement, Simple IRA, and generous paid time off.

Physical Demands
The work involves normal physical activity associated with an office environment.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

How to Apply
Qualified candidates are encouraged to apply. Please submit a cover letter, resume, and writing sample for review to the following email address and include Communications & Marketing Associate in the subject line: careers@caahealth.org. No phone calls please. All applications must be submitted electronically. More information about Center for African American Health can be found at www.caahealth.org.