

## **JOB DESCRIPTION**

**Job Title: Communications Associate**  
**Department: Communications**  
**Hours: Full Time**

**Supervisor: Communications Director**  
**Type of Position: Exempt**  
**Revision Date: 07/09/2014**

### **ORGANIZATION OVERVIEW:**

The Kern Family Foundation invests in the rising generation of Americans, equipping them to become tomorrow's leaders and innovators. Through dense networks and grantee organizations, the Foundation promotes character and achievement in K-12 education, emphasizes the intersection of faith, work and economics, and works to instill an entrepreneurial mindset in undergraduate engineering students.

### **POSITION SUMMARY:**

The **Communications Associate** is a key member of the communications team and supports all aspects of content production and targeted outreach. Working with communications and program staff, as well as with affiliated networks and grantee organizations, the Communications Associate helps promote and disseminate key Foundation messages through publications, web platforms, videos, social media, events, and marketing campaigns. The Communications Associate works across a host of disciplines and platforms, editing content ranging from blog posts to books, providing basic website design and management, assisting with publication layout and design, and engaging in social media outreach. The ideal candidate has a strong interest in the Foundation's core principles; is skilled at working independently and as part of a team; and is able to demonstrate initiative, professionalism, and attention to detail. This position reports to the Communications Director.

### **PRIMARY RESPONSIBILITIES:**

- Work with the Communications Director and program team leaders to establish effective communication strategies and useful metrics
- Work with the communications team to edit program material, including periodicals, online newsletters, web content, marketing materials, video scripts, and board presentations
- Provide design and layout for publications and online material
- Work with program teams to establish effective social media strategies
- Assist with website development and content management

### **QUALIFICATIONS:**

- Excellent written and verbal communication skills
- Knowledge of AP style
- Strong planning and organizational skills

- Ability to meet deadlines and effectively manage multiple tasks
- Ability to work well in team-oriented environment
- High standards of excellence

**MINIMUM EXPERIENCE AND EDUCATION:**

- Three to five years' relevant professional communications experience
- Experience with social media and online marketing campaigns
- Working knowledge of Adobe Creative Suite, particularly InDesign
- Experience with website development
- Experience with Google Analytics or other audience measurement tools
- Experience with Microsoft Office (especially Word, Excel, PPT)
- Bachelor's degree in communications, journalism, or related discipline preferred

**ADA REQUIREMENTS:**

- Ability to speak, hear, write, and interact.
- Good visual acuity sufficient to see and interpret all job-related materials.