



JOB DESCRIPTION

- **Title:** Communications Associate
- **Location:** Remote, U.S. (CA preferred), with access to our office in Sacramento. *Please note that being authorized to work in the U.S. is a precondition of employment at Capitol Impact, as we are not able to sponsor applicants for work visas at this time.*
- **Reports to:** Melissa Granville, Partner
- **Experience:** Entry level; Some experience in a similar role preferred.
- **Starting Annual Salary (Full-time, Non-Exempt):** \$45,000 - \$50,000
- **Application Deadline:** Rolling, first review beginning September 3, 2024

Capitol Impact is a Sacramento-based social impact consulting firm dedicated to building a better future for all Californians. We help our clients design, implement, evaluate, and scale innovative solutions that inform policy, change public beliefs and perspectives, and improve lives. Our work spans a wide range of domains, such as civic engagement, education, homelessness, public health, transportation, and workforce development.

JOB SUMMARY

The Communications Associate is an entry-level role for a motivated individual eager to start their career in communications within the social impact sector. The role will be instrumental in supporting Capitol Impact's communications strategy, helping to elevate the firm's mission and work. This role involves creating compelling content, managing digital channels, supporting media relations, and assisting with client communications. The ideal candidate is a creative and strategic thinker, with strong writing and editing skills, and a passion for social impact.

KEY RESPONSIBILITIES

- **Content Creation:** Develop, write, and edit a wide range of communications materials including blog posts, newsletters, social media content, press releases, case studies, and website copy.
- **Digital and Social Media Management:** Manage Capitol Impact's social media accounts, including content planning, posting, and engagement. Monitor trends and analytics to optimize performance.
- **Client Communications Support:** Collaborate with project teams to support client communications, including drafting reports, presentations, and other client-facing materials.
- **Event Support:** Assist in planning and executing events, webinars, and other promotional activities, including coordinating logistics, developing promotional materials, and managing event communications.
- **Brand Management:** Ensure consistency in messaging and branding across all communication channels and materials.

- **Research:** Conduct basic research on relevant topics to inform communication strategies and content development.

QUALIFICATIONS

Education: Bachelor's degree in a relevant field or equivalent experience preferred.

Experience: Previous internships or volunteer experience in communications, public relations, marketing, or related areas is a plus but not required.

Skills:

- Strong writing, editing, and proofreading skills.
- Basic understanding of social media platforms and content management.
- Basic understanding of web development, HTML coding, and ADA accessibility
- Familiarity with Customer Relationship Management tools such as HubSpot
- Ability to manage multiple tasks and deadlines effectively.
- Excellent communication and interpersonal skills.
- High attention to detail and a willingness to learn.
- Familiarity with Microsoft Office Suite; experience with design tools (e.g., Canva, Adobe Creative Suite) is a bonus.

Values Alignment: Demonstrated alignment with Capitol Impact's values. Our values are:

- We operate with freedom and responsibility
- We produce unequivocal excellence
- We pursue continuous self-improvement
- We communicate honestly and directly
- We embrace diversity in all aspects

COMPENSATION & BENEFITS

The starting salary range for this position is \$45,000 - \$50,000. The salary offered to the successful candidate will depend on experience.

Employees at Capitol Impact enjoy a broad total compensation package which includes health benefits with an employer contribution, generous paid time off, a quarterly health reimbursement program for out-of-pocket medical expenses, a 401k retirement plan with an employer match, and paid family medical leave. Please note that benefits are subject to change each year. We strive to make regular improvements to our benefits offerings.

WHY CAPITOL IMPACT

- **Meaningful work:** Contribute directly to solving critical issues facing California communities.

- **Values-driven team:** Work with and learn from experienced colleagues and make a significant impact alongside like-minded individuals.
- **Work-life balance:** We understand the importance of disconnecting after hours and offer a flexible work environment.
- **Professional growth:** Opportunities for mentorship, professional development, and continuous learning.
- **Competitive compensation and benefits:** Competitive starting salary and comprehensive benefits package (health insurance, paid time off, retirement plan).
- **Commitment to diversity:** We foster a diverse and inclusive work environment.

EQUAL OPPORTUNITY EMPLOYMENT

Capitol Impact is committed to recruiting a team that reflects the diverse populations it serves. Our firm is committed to providing equal employment opportunity to all employees and applicants for employment without regard to their race, color, age, religious creed, sexual orientation, political affiliation, or other personal characteristics. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veteran status, or age.

HOW TO APPLY

Interested candidates should submit a resume and responses to the following prompts (in lieu of a cover letter) to Melissa Granville at melissa@capitolimpact.org with the subject line “Communications Associate Application – [Your Name].” Applications will be reviewed on a rolling basis, so early submission is encouraged.

1. In 250 words or fewer, please describe why this position at Capitol Impact is a logical and exciting next step for your career.
2. In 250 words or fewer, explain how the skills, experiences, or perspectives you bring will make a meaningful impact at Capitol Impact.
3. In 250 words or fewer, how do Capitol Impact’s core values resonate with you, and how would you exemplify them in this role?