



**Communications Assistant/Associate
January 2023**

**Position Title: Assistant/Associate | Report to: Director of Strategic Communications
Classification: Exempt, Grade 41 (Assistant, \$45,000 - \$55,000) /42 (Associate, \$56,000 - \$70,000)**

JOB OPENING: Communications Assistant/Associate

The Center for Community Solutions has an immediate opening in Communications to help support social media, brand management, and data visualization. We will consider candidates for either a Communications Assistant or Communications Associate position. This person will support the organization by turning data into engaging visual content, developing templates for reports and presentations, and helping to communicate meaning through clear concise writing. To excel in this position, the candidate will need a strong visual sense and experience creating engaging content, with an interest in developing new communication channels.

Community Solutions is a non-partisan, nonprofit think tank in the health and human services landscape, committed to influencing health, social and economic conditions in Ohio.

Depending on level of experience, the position will be either an Assistant (entry-level) or Associate. Please see accompanying document for a description of the two levels. Candidate will work out of either our downtown Cleveland or downtown Columbus office, with a flexible hybrid schedule (at least 2 days in-office).

Qualifications and Education Requirements

- Bachelor's degree in marketing, communications, or related field; equivalent work experience
- Strong design sense and ability to maintain brand voice
- Ability to synthesize data into a polished and engaging narrative
- Ability to work independently/remote and with a team
- Computer skills including Microsoft Word, Excel, and PowerPoint
- Organized with ability to pay strong attention to detail

Preferred Skills

- Canva; InDesign
- Word and Excel, required
- Website Management; experience in WordPress
- Google Analytics; email and social analytics
- Data visualization; graphs, charts; and general graphics

JOB DESCRIPTION

Provides project support to the communications and research teams, primarily in the form of visual communication and data visualization including social media and marketing visuals, report and presentation templates, chart/graph design; infographics; and turn-key report design including content placement.

Essential job responsibilities and results include:

- Design templates and brand for reports and issues briefs
- Assist with report layout and delivery on fast-paced, collaborative projects
- Develop and manage new social media channels and track engagement
- Create marketing collateral: digital banners, social ads, one-pagers
- Assist with website content updates (blog)
- Assist with Zoom and virtual events portals
- Assist with database management
- Additional duties as needed

The Center for Community Solutions is a permanent hybrid working environment. All employees are expected to work from their assigned office in Downtown Cleveland or off Capitol Square in Columbus at least two days per week. At this time, remote work locations must be within the state of Ohio.

Employees of The Center for Community Solutions are expected to be up-to-date on their vaccinations, including an annual flu shot and COVID-19 boosters.

All staff must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.

Reports to: Director of Communications

Assistant is an entry level role; Associate adds 3+ years of relevant work experience

Compensation and Benefits

Salary range: Assistant, Grade 41 \$45,000 - \$55,000

Associate, Grade 42 \$56,000 - \$70,000

The Center for Community Solutions provides generous benefits including:

- Ample paid time off including 3 personal days, at least 3 weeks of paid vacation, and 15 paid sick days annually, 11 paid holidays per year, and a week-long office closure between Christmas and New Year.
- 401(k) retirement plan with automatic employer contribution of 3% of salary plus employer match of 0.5% for every 1% of employee contribution up to 4% of salary.
- Annual budget for professional development which covers conferences, trainings, and associated travel.
- Tuition reimbursement opportunities for current students and support for employees seeking student loan forgiveness as employees of a nonprofit organization.
- High deductible health plan with employer covering 100% of the premium for the employee's coverage and a monthly contribution to a Health Savings Account on the employee's behalf.
- Main offices in Class A office buildings in central downtown location with lake views in Cleveland and overlooking Columbus Commons in Columbus. Access to building amenities including free access to the fitness center in the Cleveland.

HOW TO APPLY

Please send a current resume in PDF or Word format to HR@CommunitySolutions.com. Applicants should clearly indicate which position(s) they are applying to. Those who are interested in multiple positions are encouraged to submit a single application – we'll sort it out!

We strongly encourage candidates interested in the position to apply if you meet the stated qualifications, even if you do not possess every preferred skill. We are looking for the best candidate for job with the capacity to learn new skills as the position evolves.

ADDENDUM: JOB-SPECIFIC DESCRIPTION

Title: Communications Assistant/Associate

Reports to: Director of Strategic Communications

General statement of responsibilities: Provides project support to the communications and research teams, primarily in the form of visual communication and data visualization. These might include social media and marketing visuals, report and presentation templates, chart/graph design; infographics; and turn-key report design including content placement.

Essential job tasks include: using computers; cooperating with other staff; comfort working in remote/hybrid environment; providing information; planning work on assignments and projects; template design and management; adhere to best practice organization processes; creation of infographics; problem-solving; collection and analysis of data, trends and ideas; recommending projects and initiatives.

Essential competencies include outstanding communication and planning skills; teamwork; versatility; attention to detail; knowledge and proficient use of Microsoft Office, social media, and graphics applications; ability to perform several tasks concurrently; ability to analyze and assess data and make decisions utilizing own discretion and judgment; ability to organize work; willingness to learn; individual initiative; building rapport with others; empathy; and ability to categorize.

The primary responsibility of the position is to support the communications and visibility of a highly productive professional staff conducting demographic and policy research, analyses, and planning in the fields of health, social and economic policy. Specific responsibilities include:

- Managing social media accounts daily, including posts based on daily news content that promotes Community Solutions' content; responding to and engaging with customers on social media.
- Assisting with keeping content on the website current by uploading files; highlighting important messages and themes in each
- Attending events as assigned related to Community Solutions' work and using social media while on-site to promote the events/issues/organization participation.
- Assisting with production of research reports and templates, presentations, including formatting and proofreading.
- Assist with event management as needed; virtual meetings and in-person events.
- Other duties as assigned.

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Employment and tenure with The Center for Community Solutions are based on the "at will" principle of employment.

The Center for Community Solutions is an Equal Opportunity Employer M/F/V/D/SO.

All staff must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.