



Communications Associate

POSITION OVERVIEW: We are currently seeking an energetic, reliable and enthusiastic Communications Associate who will play a critical role in articulating Isles' mission, vision, and work. This position will support Isles' online and print communications to constituents, donors, funders, customers, and the general public, helping to strengthen our messaging and grow our impact.

The position requires a team player who can multitask and be self-directed while staying true to the Isles' voice and approach. We are looking for a candidate with experience in or familiarity with a variety of communication tools, including social media, WordPress and website design, annual reports and e-newsletters, marketing materials, video, and graphic design.

The position requires exceptional verbal, persuasive, organizational, analytical, writing and editing skills, as well as the ability to work in a collaborative manner with colleagues. The Communications Associate must understand trends in digital and print communications. This position reports to the Director of Communications and Grants Management.

ABOUT US: Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing and regional planning. Our team consists of more than 50 employees, plus a corps of volunteers and an engaged Board of Directors. You will have the opportunity to join a dynamic and highly accomplished team at one of the most innovative and successful nonprofits in the region.

RESPONSIBILITIES:

- Creates and/or edits digital and print communications, including monthly e-newsletters, annual reports, press releases, and other documents as required
- Helps to plan, create, and oversee video and design projects, managing relationships with contractors and print vendors for organization-wide communications projects
- Supports organizational events, managing development and design of relevant printed materials, taking photos, live tweeting, and interfacing with the press as needed
- Works with other departments to plan and create timely content, while managing organizational use of communications materials to adhere to the Isles' style
- Creates and refines social media goals, identifying opportunities to amplify Isles' message
- Creates content and updates social media and Isles website, identifying subjects for interviews to draft impactful customer testimonials
- Improves tracking ability, utilizing google analytics, constant contact, and social media insights

WHO WILL BE SUCCESSFUL: The candidate who thrives in this position is experienced in nonprofit communications, passionate, open-minded, flexible, creative, self-directed, and willing to learn from mistakes. S/he is also results-driven, detail-oriented, and responsible.

- **Ambition and Vision** - Ability to take initiative, be proactive, and come up with your own list of projects and priorities when needed; self-motivated
- **Mission-Related Knowledge** - Passion for Isles' mission to foster self-reliant families and healthy, sustainable communities
- **Effective Workstyle** - Ability to work with a positive attitude and professional approach; ability to work well with diverse personalities, in a team or individually; excellent organizational skills; attention to detail
- **Strategic Thinking** – Ability to distill Isles' complex mission and services into an accessible format for diverse audiences

QUALIFICATIONS:

- Bachelor's degree from four-year college or university in journalism, English, marketing, communications, public relations, or other relevant field
- 2-3 years of communications and social media experience
- Professional writing experience desired
- Experience in graphic design and website maintenance (Knowledge of Adobe Creative Suite, WordPress preferred)
- Experience in photography and video editing preferred
- Experience in nonprofit field desirable
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)

POSITION DETAILS: Non-Exempt, 40 hour/week position, competitive salary and benefits

Please send cover letter, resume and recent writing sample to hr@isles.org. Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.