

## **Part-time Communications Associate Opportunity with The Nicholson Foundation**

The Nicholson Foundation (the Foundation) is dedicated to improving the health and wellbeing of vulnerable populations in New Jersey. Through partnerships with policymakers, stakeholders, and service providers, the Foundation seeks to achieve transformative, sustainable systems reform.

The Foundation is seeking a candidate with experience and interest in non-profit communications to serve as a freelancer on a remote basis, with potential occasional travel to its office in Newark (pending COVID-19 precautions). Reporting to the Communications Manager, the Associate will work with the entire staff at The Nicholson Foundation to improve the Foundation's public presence.

This is a part-time opportunity, up to 20 hours a week. The Associate will be paid an hourly rate commensurate with experience. This engagement will start in September 2020 and has the potential to go through December of 2021, as The Nicholson Foundation is spending down and will be closing at the end of 2021.

### **Duties and Responsibilities**

- Develop material for the Foundation's website, social media platforms, and email lists. Assist in preparing press releases, Op-Eds, speeches, and presentations to outside groups. Write first drafts, revise others' drafts, and copy-edit Foundation materials.
- Manage and post to the Foundation's Twitter daily; manage and post to the Foundation's LinkedIn account.
- Create images and infographics for social media and website.
- Manage photo archive, permissions for photo use, and work with photographers as needed.
- Provide communications assistance to help boost the success of the Foundation's grantees and partners. Develop co-branded materials such as social media toolkits to help promote joint efforts.
- Participate in internal meetings as well as external calls and meetings with grantees, consultants, and co-funders.
- Uphold the Foundation's commitment to professionalism and our core values, including humility and equity as represented in work products and in internal and external relationships.
- Other duties and administrative tasks as needed.

### **Qualifications**

- Bachelor's degree required. Major in communications, journalism, or English preferred.
- Experience successfully using social media in a professional capacity (particularly with Twitter/Hootsuite) and using a Content Management System to manage a website are required.
- Experience with Photoshop, Illustrator, Canva, or other design application preferred.
- Strong research, writing, and verbal communication skills are required. You must be a strong writer who can write clear and effective prose.
- Knowledge of, or interest in, healthcare, early childhood education, social determinants of health, vulnerable populations, and policy in these areas.
- Proficiency with Zoom is a plus.
- Ability to learn and understand complex healthcare and early childhood policy jargon, and distill it down to messages that can be communicated effectively across different mediums and platforms.
- Ability to work independently and with a high-performing team.

The Nicholson Foundation is an equal opportunity employer. All candidates will be evaluated on a merit basis. Compensation is negotiable depending on qualifications and experience.

If interested in this opportunity, please send your résumé, cover letter, and a writing sample (2 pages maximum) to Grace Munoz at [gmunoz@thenicholsonfoundation.org](mailto:gmunoz@thenicholsonfoundation.org).