

Organization: Strategic Concepts in Organizing & Policy Education (SCOPE)

Position: Communications Associate

Employment Type: Full-Time, Non-Exempt, Staff Position

Supervisor: Policy Director

Position Description:

The Communications Associate will help develop and implement communications strategies on issues of economic and environmental justice in South Los Angeles. This position presents an exciting opportunity to reframe policy debates, engage directly affected communities, advance our campaign goals, and help us achieve bigger wins. The Communications Associate reports directly to the Policy Director and works across teams to implement communications activities for the organization.

Organization Overview:

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely African American, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

Essential Duties & Responsibilities:

Communications Activities (45%)

- Work closely with the Policy Director and Communications Team to develop, implement, and track a comprehensive communications plan and calendar for SCOPE's strategic campaigns and organizational events.
- Work with staff, coalition partners, and grassroots members to develop and execute communications tactics for SCOPE's campaigns and organizing efforts, including development of talking points, action alerts, and other communications materials.
- Monitor relevant issues and social media trends to identify opportunities to advance our messages and campaigns.

Content Development (45%)

- Write content for multiple platforms, including email, blogs, website, and other publications.
- Draft original content for SCOPE's social media channels.
- Support creation and editing of materials – including brochures, flyers and fact sheets – and translate for digital use as needed.
- Manage communications projects as assigned and collaborate with necessary stakeholders to execute deliverables on a timeline.

Organizational Development (10%)

- Support the communications skills development of staff and grassroots members through technical assistance, training, and identifying external resources as needed.
- Support the management and growth of SCOPE's email list.
- Track, evaluate and report on the effectiveness of communications activities.
- Provide cross-department support and capacity and other duties as needed.

Essential Knowledge and Abilities:

- 1-2 years of experience developing and leading strategic communications campaigns.
- Bachelor's Degree preferred, or equivalent combination of education, training, and experience.
- A demonstrated commitment to social justice, racial justice and a familiarity with the intertwined, intersectional issues that shape material conditions in low-income and communities of color, as well as their structural/root causes.
- An understanding of the role of member-based organizing, as distinct from advocacy, activism, mobilizing, and voter engagement.
- Knowledge of the issues affecting low-income communities in Los Angeles and the Los Angeles political landscape.
- Excellent communication skills, with the ability to communicate complex technical information to diverse audiences in writing, verbal and in visual presentation format.
- Experience working independently, as part of a team, and with external partners to meet multiple deadlines.
- Excellent project management and task prioritization skills.
- Internet and social media fluency.
- Design software skills.
- Willingness to work longer hours and weekends when necessary.
- Reliable transportation required.
- Bilingual in English/Spanish required.

Work Environment: This position operates 100% on site in a professional office environment. This role routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in the work environment is usually consistent with that of a typical office's noise level.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

Employment Type: This is a full-time, non-exempt, hourly, at-will staff position. The schedule may fluctuate depending on organizational needs. Non-exempt employees serve a probationary period during their first six months of employment.

Compensation & Benefits: Competitive salary of \$66,560, fully paid benefits (health/dental/vision), 401k, generous vacation and sick time, professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

To Apply: Please submit 1) a one-page cover letter, 2) resume, and 3) three professional references via email to: scope-hr@scopela.org; include "**Communications Associate**" in the subject line.