

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

Position: Communications Associate

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

Supervisor: Communications and Cultural Programs Manager

Position Description:

SCOPE is seeking a Communications Associate to support the development and implementation of communications strategies that advance economic, environmental, and social justice in South Los Angeles. This is an exciting opportunity to reframe policy debates, uplift community voices, and help drive campaign impact through strategic messaging, storytelling, and visual communication. The Communications Associate will report to the Communications and Cultural Programs Manager and collaborate across teams to produce content, write compelling copy, design engaging graphics, and manage digital outreach across platforms. Strong social media management skills are essential, including the ability to create timely content, track analytics, and grow online engagement in alignment with SCOPE's campaign goals. The ideal candidate is a creative, detail-oriented communicator who is passionate about using media to amplify grassroots organizing.

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 Organizing 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.
- Develop communications reports and track social media analytics to measure impact and inform strategy.

- Support media relations efforts by drafting press materials, coordinating press events, maintaining media lists, tracking coverage, and assisting with journalist outreach and spokesperson preparation

Content Development (45%)

- Write content for multiple platforms, including email, blogs, website, and other publications.
- Draft original content for SCOPE's social media channels (Instagram, Facebook, Blue Sky, TikTok, etc.)
- Support creation and editing of materials – including brochures, flyers and fact sheets – and translate for digital use as needed.
- Capture, edit, and organize high-quality photos/videos from events, fieldwork, and organizational campaigns
- 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.
- **A deep commitment to building a multiracial base of leaders in South Los Angeles.**
- 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.
- **Ability to effectively work with South Los Angeles community residents and SCOPE grassroots leadership.**
- Excellent project management and task prioritization skills.
- Internet and social media fluency.
- Design software and video editing skills.

- Willingness to work longer hours and weekends when necessary.
- Reliable transportation required.
- Bilingual in English/Spanish preferred, but not required.

Work Environment: This position operates 100% on site in a professional office environment. The schedule may fluctuate depending on organizational needs. 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, at-will staff position. This role is considered non-supervisory, and non-confidential and is therefore subject to union participation. Although a collective bargaining agreement has not yet been established, this position would be governed by a negotiated collective bargaining process between SCOPE and the National Organization of Legal Services Workers, UAW Local 2320.

SCOPE is committed to ensuring diversity, equity and inclusion in the workplace. We strongly encourage people from all backgrounds to apply for our open positions. SCOPE is an equal opportunity employer; all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status or medical condition.

Compensation & Benefits: Competitive rate of \$32/hourly, 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.