

JOB DESCRIPTION

Communications Associate

Salary range: \$50,000-\$55,000 (commensurate with experience)

Deadline to apply: until filled

Summary/Objective. The Community Transportation Association of America (CTAA) is seeking to hire a Communications Associate to support CTAA's federally funded projects. The person hired will report to the CTAA Deputy Director. This project will require about 10% domestic travel; the percentage of travel may increase as the person becomes more familiar with CTAA's work.

Essential Functions

The Communications Associate will work to support the federal project's deliverables by:

- Preparing and disseminate written deliverables for the project. This includes a monthly newsletter, email correspondence, press releases, and written briefs.
- Managing content creation for the project's blog. This includes maintaining the Editorial Calendar, organizing topics for writers, and editing drafts.
- Assist with the project's online products. This includes assisting with webinars, videos, and podcasts.
- Maintaining the project's website. This includes meeting and working with the website developer, writing content, designing and publishing webpages, and troubleshooting basic issues with users.
- Running the project's social media channels and presence. This includes maintaining a regular posting calendar, coordinating with other projects, and making recommendations and plans for future social media expansions.
- Assisting with maintaining the brand identity for the project. This may include helping update website themes, PowerPoint and Word templates, etc.

Desired Experience/Skills/Qualities

- Excellent verbal and written communication skills
- Demonstrated team participation experience, coupled with capacity to work independently
- A demonstrated work ethic and professional dedication to providing high-quality products
- Experience with WordPress, Elementor, MailChimp, Adobe Creative Suite
- Familiarity with Apple and MacOS products
- Familiarization and use of standard office equipment such as copiers and computers, and familiarization with programs such as MS Word, Excel, and Powerpoint

Required Education/Experience

- Bachelor's degree in communications *or* commensurate work experience

Bonus factors

- Experience working on a communications team in a professional capacity

- Interest/experience in public transportation and/or human services
- Experience designing marketing and similar materials
- Other unique skills you possess – tell us about them!

Work Environment

This position is located in a professional office environment in Washington, D.C., with a mix of in-person and remote work. Individual should be based within commuting distance of Washington, D.C. Candidates should have a current Covid-19 vaccination.

Key work benefits include the following:

- Paid medical and dental care coverage
- 11 paid federal holidays + 3 weeks vacation first year
- 37.5-hour work week
- Paid sick and family leave

CTAA is an equal opportunity employer (EoE).

Respond to: conrick@ctaa.org with resume and 2 writing samples