



COMMUNICATIONS ASSISTANT

PURPOSE:

Council 4 seeks a Communications Assistant. Communications Assistants work as a team with the Communication department assisting with the internal member communications and training members and leaders on all aspects of communication.

RESPONSIBILITIES:

- Write leaflets, bulletins, update websites, social media posts, news releases, create fact sheets, assist with talking points and other materials.
- Assist with the production of internal member communications in print and on digital platforms, such as mass texting and emailing.
- Assist with union members in spokesperson trainings, interviews, photo, and video shoots, and participating in events and actions.
- Documents events and actions, including taking photos and video, and posting real-time content to social media platforms.
- Trains and educates members and leaders on social media, applications, and website platforms.
- This is a field staff position and will allow staff to flex hours due to weekend and evening responsibilities.

QUALIFICATIONS:

- 1 year experience with media relations, public affairs, or campaign communications.
- Background in union mobilization, communications, or advocacy work.
- Excellent verbal and written communication skills, including the capacity to meaningfully engage with and frame issues for people of different backgrounds, race, ethnicities, income levels, life experiences, etc.
- Ability and willingness to travel and work occasional long- or irregular hours during times of critical campaign need.
- Ability to effectively manage a workload with competing priorities and deadlines
- Bilingual a plus.
- Experience using with communications software/platforms/applications/social media.

SUPERVISION RECEIVED:

Performs tasks independently, works under the limited supervision of the Council 4 Leadership with guidance from senior departmental staff.

SALARY:

Starting salary is \$76,816.46. Salary increases are in accordance with the ACES Union contract.

PHYSICAL REQUIREMENTS:

Work is generally performed in field setting, such as, an office, state, and municipal building and outside, to include door knocking. Requires travel and a valid driver's license.