



Position: Communications Manager
Department: Administration
Program: Marketing & Communications
Reports To: Associate Director, Marketing & Communications
Salary: \$55,000 Annually
Status: 100%, Full-Time, Regular, Exempt
Probation: 180 Days
Benefits: Medical, Dental, Vision, Life Insurance, Long-Term Disability, Employee Assistance Program, and voluntary 403B Retirement Plan

JOB SUMMARY: The Communications Manager plays an integral role supporting the Marketing & Communications team of the world's largest LGBT organization by providing compelling, brand-consistent content for a wide variety of platforms and mediums, including the Los Angeles LGBT Center's (Center) website, blog, marketing collateral, quarterly *Vanguard* magazine, news releases, opinion pieces, annual report, social media, and more, as well as helping with media relations work. The ideal candidate is an exceptional and quick content creator and writer who also is creative, self-motivated, detail-oriented, personable, passionate about the Center's work, and familiar with issues and concerns related to the LGBTQ community.

ESSENTIAL FUNCTIONS:

- 1) Work as effective and production member of internal department Communications team, which includes Communications Manager, Digital Communications Manager, Website Manager and Coordinator;
- 2) Work with Operations Manager and Communications team to update and maintain the Center's copy style guide;
- 3) Draft Center news releases, fact sheets, and opinion pieces;
- 4) Develop content for the Center's blog, print and online publications, collateral, annual report, and digital channels, including video-based content with short written introductions;
- 5) Proofread written content;
- 6) Work with Website team to optimize online content for search engines;
- 7) Develop ideas to convey Center-related program, services, supporters, volunteers, and client stories;
- 8) Draft or edit select letters, appeals, and others written communications from the Development team;
- 9) Work with communications team on external media relations;
- 10) Attend Center activities, events, and fundraisers and report on them as necessary;
- 11) Work with subject matter experts at the Center to develop and place thought/opinion pieces;
- 12) Recruit and manage a corps of motivated volunteer writers;
- 13) Work with Operations Manager to ensure all written communications are brand-consistent;
- 14) As necessary, represent the Center at community and stakeholder-related functions, events, and activities;
- 15) Identify and complete professional development opportunities and activities focused on skills and management progression;
- 16) Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Exceptional writing, editing, and proofreading skills for a wide range of platforms and mediums;
- 2) Video narrative/story development skills; some video editing skills preferable;
- 3) Strong understanding of issues and concerns related to LGBTQ people;
- 4) A creative self-starter who can work quickly and independently in a fast-paced campaign environment, managing multiple projects in an ever-changing environment with a proven track record of work with a strong customer-centric focus;
- 5) Proficient use of Microsoft Office Suite and knowledge of social media platforms and content management systems;
- 6) Ability to translate ideas into communications materials targeted for specific internal and external audiences;
- 7) Willing and able to work evenings and weekends, when necessary;
- 8) Previous non-profit experience preferred;
- 9) Bilingual (English/Spanish) fluency (read, write, and speak) preferred;
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 11) Experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 12) A passion for the Center's work and its mission to make the world a better place for LGBTQ people.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.