

GROUP HEALTH FOUNDATION

Communications Associate Washington State position description

ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to shape and accelerate efforts to improve health equity and advance community aspirations for a vibrant, healthy future in Washington. We are hiring a **Communications Associate** to join our expanding team.

Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and multicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

To learn more about our work, our approaches, and our values, please visit our [website](#).

POSITION SUMMARY

The Communications Associate will hold a wide range of responsibilities, including producing grantee stories, managing engagement on social media platforms, collaborating with Foundation staff on communications efforts, and performing administrative tasks. As the Foundation continues to grow and put our aspirations into action, we are seeking a team member who is flexible, adaptable, and comfortable with change. The Communications Associate will report to the Communications Director and work alongside several communications contractors.

This is a full-time, non-exempt position that can be located remotely (within Washington State) or at any of our offices. We currently have an office in Seattle and will be opening offices in the Tri-Cities and Tacoma in 2022. Given that a majority of our current team members are located in King County, priority will be given to candidates who both live in and have a deep connection to communities in other areas of the state.

Limited early morning, evening, and weekend hours will be required, and periodic statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

PRIMARY RESPONSIBILITIES

- Help tell the stories of grantees and organizational partners and highlight their efforts to advance equity and justice in Washington and beyond
- Produce and develop content for various platforms, including our website, social media channels, newsletters, and events
- Implement social media strategies and manage audience engagement
- Coordinate and collaborate with Foundation staff on special projects as needed
- Carry out some administrative tasks, including scheduling and planning meetings, managing the team's editorial calendar, and organizing documents and other files on Sharepoint
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal experiences
- Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Minimum of two years combined experience in communications, journalism, marketing, media relations, public affairs, or other related fields
- Excellent writing, editing, and storytelling skills
- Strong project management experience, specifically the ability to carry out complex work in collaboration with colleagues, partners, and grantees
- Knowledge of, or a strong desire to learn about, the needs of communities across the state who are most impacted by structural inequities
- An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated capacity for self-reflection
- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Willingness to take part in occasional meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 10-15% for this position)

COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$70,000 to \$85,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [online application portal](#). Priority will be given to applications submitted by **Friday, January 28**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed.

We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

Thank you for your interest in joining Group Health Foundation!