

Public Policy & Communications Coordinator Job Description



Job Title: Public Policy & Communications Coordinator
Department: Advocacy & Public Policy
Reports To: Senior Manager of Advocacy & Public Policy
FLSA Status: Full-time; non-exempt
Date Posted: Thursday, January 20, 2022

ABOUT US:

Breathe Southern California (Breathe SoCal) is a 501(c)(3) nonprofit organization focused on achieving clean air and healthy lungs through research, education, advocacy, and technology. The organization runs an array of clean air and environmental health-related educational, advocacy, and outreach programs to increase public awareness and advocate for changes in environmental, energy, health, and transportation policy. By educating the public and advocating for public policy to improve air quality and lung health, Breathe SoCal works towards attaining healthy outcomes for all Southern California residents.

POSITION OVERVIEW:

Breathe SoCal seeks a Public Policy & Communications Coordinator who is passionate about seeking solutions to issues related to the environment, energy, public health, and transportation. The ideal candidate possesses strong analytical, writing, and project implementation skills with the ability to work well both independently and as a member of a highly collaborative team. Preferably, the individual is outgoing, well-organized, and detail oriented.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Working under the direction of the Senior Manager of Advocacy & Public Policy and the Communications Manager, essential functions for this position include but are not limited to the following:

- Implement grant projects, including organizing webinars and educational events, engaging relevant organizations and stakeholders, and developing content to advertise events
- Draft, publish and track social media content
- Assist with the scheduling and production of our podcast
- Write marketing and advocacy materials
- Produce videos for social media
- Write monthly and quarterly newsletters
- Draft and distribute press releases
- Help coordinate and schedule meetings and events
- Maintain, organize, develop, and grow database and stakeholder lists
- Research issues relevant to the organization's policy platform, including engaging stakeholders on relevant issues
- Track, analyze, and draft letters of support for key state legislation and local policies
- Prepare memos, research reports, correspondence, flyers, and other documents and material as directed by supervisor(s)

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MINIMUM QUALIFICATIONS/SKILLS:

- 1+ years of relevant experience (see Essential Duties and Responsibilities)
- Advanced proficiency in Google Drive, Microsoft, video chat platforms (e.g., Zoom, etc.), and content creation software (e.g., Adobe Illustrator, Canva, etc.)
- Educational background related to Political Science, Public Policy, Public Administration, Environmental Studies, Communications, Journalism, Economics, and/or Public Health

PREFERRED QUALIFICATIONS/SKILLS:

- Experience working for or with a nonprofit organization
- Knowledge of issues and/or experience in fields related to the environment, public health, transportation, goods movement, supply chain, and/or labor

COMPENSATION AND BENEFITS:

- Compensation: \$40,000/annually with competitive benefits

TO APPLY:

Please submit your resume and a cover letter outlining your interest and qualifications regarding the position to Raj Dhillon, Senior Manager of Advocacy & Public Policy, at Advocacy@breathesocal.org.