**Title:** Communications Specialist  
**Reports to:** Director of Communications

| **Department:** Communications | **Status:** Full-time, Exempt |

**About Us**

_Grounded Solutions Network_ is a national nonprofit dedicated to shaping communities to be inclusive and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations.

As a national membership organization, we support nonprofit and government practitioners, advocates, elected officials, and other housing professionals with the knowledge and support they need. We promote homes that remain affordable for generations and provide the foundation for our communities to be stable and strong, for good.

In order to create a vibrant workforce and fully realize the mission and vision of our organization, we are committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity. We are committed to building a staff team that is as racially and culturally diverse as the communities that we serve; candidates from all backgrounds are encouraged to apply.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**About the Position**

The ideal candidate will possess excellent writing, organizational and problem-solving skills and experience or interest in implementing a broad array of communications activities including the development of social media and newsletter content, public affairs, outreach, events, and media engagement. A bachelor’s degree is required, along with a demonstrated commitment to racial equity, social and economic justice, and progressive social change.

With team members working both onsite and remote – working all over the country – we are looking for someone who is an active collaborator in-office as well as within the virtual arena.
Key Responsibilities

- Support Communications Department activities to strengthen coordination of projects with other Grounded Solutions departments, members and consultants.
- Assist in the drafting and editing of select written content for messaging and consistency in tone and style.
- Contribute to the maintenance and upkeep of internal communications outreach and engagement calendar.
- Support design and layout of reports, toolkits, fact sheets and other organizational publications.
- Catalog media content, photos, video, and other Communications Department assets.
- Assist in implementation/organization of various communications campaigns and projects
- Administrative duties as assigned.

Qualifications for Entry into this Position

Our ideal candidate comes to the organization with interest in how systemic racism has shaped and continues to shape local/ state and federal housing policy and community development. We anticipate that applicants may come from a public agency or have a background in working for nonprofit organizations.

Knowledge, skills and abilities

1. 3-5 years of relevant communications experience covering the breadth of work responsibilities listed above; this is not an entry-level position.
2. Proficient in Microsoft Office (Outlook, Word, PowerPoint, Excel) suite of applications and willing to learn other technology tools.
3. Writing and editing skills: Your writing should be clear, compelling, and personable.
4. Exceptional interpersonal, teamwork and presentation skills.
5. Bachelor’s Degree.

Additional Preferred Qualifications

- Visual design and communications skills: infographics, graphic design, etc.
- Experience working with Adobe Creative Suite
- Experience working with media monitoring software
- Experience working with Salesforce or comparable CRM
- Experience with Mailchimp or similar mass mail service
- Experience with Drupal or equivalent web design experience
- Experience working with Project management software
- Experience working with cloud storage platforms

Travel required

Occasional out-of-state travel as needed to attend staff meetings, conferences and events.
**Location**
Flexible location, Washington (DC) Metro Region preferred.
Grounded Solutions Network has two primary office locations in Oakland, CA and Washington, DC, with additional staff working from home or co-working spaces throughout the contiguous 48 states. Other remote locations with direct local access to a major airport will also be considered. All staff are expected to demonstrate the ability to work remotely while maintaining high levels of efficiency and productivity and communicating effectively with their direct supervisor and colleagues.

**Starting Salary Range**
$52k-62k annually, commensurate with experience.

**Join our team and build your career with us! We offer:**

- Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community and equity.
- Opportunities for professional growth and development.
- Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off.

**Work Environment/Physical Demands**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All employees are responsible for a clean and safe work area. While performing the duties of this job, the employee is regularly required to sit, and occasionally required to stand and walk. The noise level in the work environment is usually quiet.

**How to Apply**
Please submit, as 1 document (PDF or Word), a cover letter, resume, and two (2) recent writing/work portfolio samples here: [https://bit.ly/35EXmpW](https://bit.ly/35EXmpW)