



SENIOR COMMUNICATIONS SPECIALIST
Full-Time Exempt • Location: Beacon Hill, Seattle
Equal Opportunity Employer

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to well-paid, long-term work. We creatively align support services – like housing, childcare, transportation and counseling – with job skills training and job placement assistance.

As the Senior Communications Specialist, what will you do?

The Senior Communications Specialist works under the Deputy Director of Operations and will manage all media relations, public relations, website, and internal communications strategies to raise SJI's visibility and increase its impact across multiple audiences at the local and national levels. The Senior Communications Specialist ensures active, consistent and meaningful communications on a day-to-day basis through online and print communications. In addition, the Senior Communications Specialist will be an excellent writer, thorough editor, and flexible to manage multiple priorities.

What qualifications and experience will our Communication Specialist bring to SJI?

- **VALUES:** A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. This includes our expected staff values: **Excellent communication, professional and gracious behavior, collaboration, respect, and leadership behavior.**
- **EDUCATION AND EXPERIENCE:**
 - Bachelor's Degree and 5-7 years' experience in marketing, communications, media relations, or public relations
 - Nonprofit experience is preferred
- **OTHER QUALIFICATIONS:**
 - Self-starter with the ability to work independently, but also effective in a team environment.
 - Proven project management skills, organizational skills, high attention to detail, ability to prioritize to meet deadlines, and flexibility to work on multiple projects simultaneously.
 - Outstanding interpersonal skills, professional demeanor and strong internal and external customer service orientation.
 - Dependable, punctual and courteous. Regular and timely attendance required.
 - Experience working in a deadline driven environment.
 - Excellent oral and written communication skills and ability to work with a wide range of staff and constituents in a diverse community. Ability to present information and respond to questions from diverse and sometimes competing groups; strong written communications skills; ability to write reports, business correspondence, and procedure manuals.
 - Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures or governmental regulations, and agency policy manuals. Must be able to define problems, collect data, establish facts, and draw valid conclusions.
 - Basic video and camera skills required.
 - Proven efficiency in Microsoft Office Suite and Adobe Creative Cloud, advanced skills preferred. Experience with curation and website management including, basic skills in HTML, Drupal, WordPress, and an understanding in Google Analytics.
 - Experience with social media platforms, including but not limited to: Facebook, Twitter, LinkedIn, and YouTube.
 - Reliable transportation for local travel.
 - Reliable transportation and valid driver's license and proof of required insurance required for local travel.

Salary/Benefits: Salary Range \$51k to \$64K, company paid employee medical, dental, vision, short and long term disability, life insurance, health and dependent care flexible spending accounts, company partially subsidized parking and/or transit, PTO (Paid time off), personal holidays, and 401(k) with SJI match.

TO APPLY: Please e-mail your resume and cover letter to: smangune@seattlejobsinit.com