

## **Apply to be a Communications and Development Associate with the Energy Programs Consortium**

We are seeking a Communications and Development Associate who will support EPC's communications efforts and development efforts. The Communications and Development Associate is responsible for crafting a major part of EPC's written communications, including our newsletter, press releases, and marketing materials.

Applicants should possess outstanding writing and editing skills as well as experience in social media and website content management systems. The ideal candidate will be a team player who is energetic, organized, creative, and self-motivated to join our busy communications and development program.

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### **Duties and Responsibilities:**

- Prepare talking point and background materials for key media outlets on topics relating to energy and water affordability, social justice and climate change.
- Create marketing materials and social media promoting EPC initiatives
- Develop and edit graphics for digital communications (website and email)
- Write and/or edit and manage the release of press statements
- Write and post organizational social media posts
- Assist with planning/marketing of EPC events
- Monitor EPC contact lists
- Work with senior staff to write and edit external publications as needed

**Key Qualifications:** Interest in issues related to affordable energy, housing or related fields, ability to synthesize and make more accessible complex material, ability to take initiative and prioritize duties while functioning as a member of a team and excellent interpersonal, written, verbal communication, and analytical skills.

In addition, the candidate for the position should have experience with InDesign, Photoshop, or other production software and basic HTML/CSS helpful. Graphic design editing and production skills a plus. Solid administrative and strong computer skills (proficiency with Microsoft Office Suite programs). Excellent communications skills and writing for a variety of media.

Degree in communications, journalism, English and or public affairs or related field.

**Application Instructions:** To apply for this position, please submit the following materials: Cover Letter • Resume • Two Writing Samples. The writing samples should be of no more than five pages each and include a cover sheet explaining your role in preparing the document and any other information you feel is pertinent to our understanding of the sample. Incomplete

applications will not be considered. Applications will be accepted on a rolling basis until the position is filled.

No phone calls, please. You will be contacted if you are selected for an interview. EPC is an equal opportunity employer and believes that our work benefits from diversity across the organization. Decisions to hire and promote are made without regard to race, color, religion, gender, national origin, sexual orientation or preference, age, marital or veteran.

To apply, please send a resume and cover letter that specifically addresses how your experience matches the above job duties to [info@energyprograms.org](mailto:info@energyprograms.org).