



Associate, Marketing and Communications

Rebuilding Together, a national housing and community revitalization nonprofit with more than 130 affiliates around the country, is seeking a Marketing and Communications Associate. This position, based in Washington, D.C., reports directly to the Senior Manager, Marketing and Communications.

Applicants should be excited to join a team that is growing and changing every day and come with fresh ideas to be a part of the process. While some duties of this role are routine in nature, there are also many opportunities for innovation and creativity. Flexibility and being a team player are keys to success in this position. As a member of the communications and marketing team, the associate will support the overall communications strategy to enhance and strengthen the position and image of Rebuilding Together.

Administrative Tasks/Department Tasks:

- Reply to emails sent to communications@rebuildingtogether.org
 - Point to Find Local Affiliates page/share how to get involved/how to establish partnerships with affiliates)
 - Affiliate support (access to website portal, marketing support)
- Maintain the department's editorial calendar, which includes deadlines for corporate deliverables, marquee events, affiliate takeovers, campaigns, etc.
- Assist with gathering website and social media data for internal use and external reporting
- Support team with expenses and timekeeping as needed
- Help team organize files and shared drive, keep track of contracts

External Communications/Social Media:

- Support the success of social channels with message replies and invitations
- Draft and schedule social media posts based on the media coverage
- Help facilitate takeovers on social channels
- Support social media campaigns to increase brand awareness
- Assist with press releases, media alerts and media lists as needed
- Oversee the Latest News section on the national website, based on media coverage
- Update website content and marketing materials as needed

Internal Communications/Affiliate Support:

- Respond to affiliate questions/requests via telephone or email in a timely manner
- Assist with creating toolkits for various campaigns for use by affiliates
- Gather affiliate news stories and create the weekly media round-up email

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualifications

- Bachelor's degree in marketing, communications, English, public/media relations or related field with a minimum of one year of relevant experience, and/or equivalent combination of education and internship experience
- Interest in working in the non-profit sector or in fields related to Rebuilding Together's mission

Knowledge, Skills and Abilities:

- High level of attention to detail and organization
- Strong verbal and written communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher and PowerPoint)
- Familiarity with social media trends and platforms (especially Twitter, Facebook, Instagram)
- Experience with Google Analytics and Google Ads preferred
- Familiarity with Adobe Creative Cloud is a plus
- Knowledge of photography and photo editing software a plus
- Experience with Drupal a plus

ADA Specifications:

- Requires ability to speak, see, hear, and use hands to handle objects, tools, or controls.
- Requires ability to reach with hands and arms.
- Requires ability to work some evenings, weekends, and travel domestically.
- Requires the ability to lift or move up to 15 lbs.

How to Apply

Interested applicants should submit a resume, two writing samples, and cover letter with salary requirements to communications@rebuildingtogether.org. Please indicate "Associate, Marketing and Communications" in the subject line.