



Thrive DC has been operating in Ward 1 for more than 15 years, focused on building relationships and deepening trust with our clients. As housing prices continue to soar across Washington, DC, we believe people should not be pushed out of communities where they have connection and support. People in Columbia Heights have come to rely on the consistency of a hot meal for breakfast and the fresh food distributed at our weekly food pantry. They know that, in the bitter cold of the winter, they can come to Thrive for a winter coat or launder their clothes as the summer heat rises.

Job Title: Communications Associate
Reports to: Executive Director
Status: Full-time, exempt

Summary

The Communications Associate is responsible for raising the visibility of Thrive DC through print, email, social media, and broadcast communications, as well as the Thrive DC website.

Qualifications

Required:

- Bachelor's degree.
- 2-4 years of related communications experience, including web development, social media, and traditional media.
- Ability to cultivate and steward relationships with external constituents.
- Excellent interpersonal and verbal and written communication skills, including the ability to collaborate and work effectively with a diverse group of volunteers, clients and staff
- Outstanding organizational and time management ability.
- Strict attention to detail.
- Demonstrated ability to work on multiple projects and consistently meet deadlines.
- Strong work ethic, enthusiasm, sense of humor, creativity, flexibility, and patience.
- Collaborate closely with development team on donor communications.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, etc.) WordPress, Google Suite, and MailChimp

Desired:

- Previous experience with underserved and/or homeless population.
- Experience or familiarity with graphic design applications.
- Strong copywriter with a skill for storytelling and an ear for a strong pitch for different audiences.

Key Responsibilities

- Collaboratively develop and execute a strategic communications plan designed to educate, inform, and activate a diverse group of Thrive DC's stakeholders to advance the organization's mission and programs.
- Create and execute media campaigns highlighting fundraising initiatives, services programs, and organizational achievements.
- Create, edit, and publish newsletters, press releases, and social media content.
- Build and foster relationships with diverse media entities in the DC area.
- Recruit, and train as needed, interns. Coordinate supervisory responsibilities with staff.

Additional Responsibilities

- Take initiative and work independently with little supervision.
- Manage conflict and challenges pleasantly and professionally in a manner that produces positive results for all constituents.
- Serve as an advocate for Thrive DC's clients in the greater community.
- Provide coverage during Thrive DC's social service programs when needed; may include occasional physical labor including lifting, carrying, cleaning, etc.
- Other duties as assigned.
- Some evening and weekend work may be required for special fundraising events and activities.

Thrive DC offers a competitive compensation package including health and dental insurance, paid holidays, vacation/personal days, a 401K match, and a dynamic, energetic team of staff and volunteers. This position may also include the flexibility to occasionally work remotely.

How to apply

Please send cover letter, resume, and relevant writing sample to: shane@thrivedc.org