



Job Announcement

PROGRAM ASSOCIATE

The Organization

Community Partners works with social entrepreneurs, grantmakers, and civic leaders to imagine possibilities, design solutions, and see them through. Building on extensive experience working with nonprofits and funders, Community Partners helps foster, launch, and sustain powerful initiatives for change. We are a solutions partner, providing expertise in best practices, a deep knowledge base in project development and management, familiarity with the civic landscape, and a commitment to advancing the public good. Our programs strengthen civic leaders and their work by building capacity, linking them to resources, and facilitating the creation of knowledge and the exchange of ideas.

Through our **Fiscal Sponsorship** program, we provide infrastructure, experienced counsel and civic reach to help community leaders cultivate visionary ideas, build effective programs and succeed as agents of change.

In our **Grantmaker Partnerships**, we apply our expertise in program management, technical assistance and capacity building to leverage funder investment, facilitate learning and help leaders achieve goals.

Through **Thought Leadership and Knowledge Sharing**, we generate and advance innovative ideas and perspectives to strengthen organizations, build the field and serve as springboards for an effective civil society.

Today, Community Partners works with 130 projects and initiatives, totaling 250 staff and \$16 million in revenues. Our work spans the fields of arts and culture, civic engagement, education, economic development, health, policy, social services and youth. To learn more, visit www.CommunityPartners.org.

The Position

Community Partners seeks a Program Associate to support Community Partners in all activities related to communications, publications, marketing, and public relations.

Responsibilities include:

- Be part of a three-person communications team that develops and implements Community Partners' communications strategies

- Compose and/or edit a large volume of documents, including publications, reports, grant proposals, forms, correspondence, job descriptions, and press releases
- Manage contracts and relationships with graphic designers, printers, web developers, and other related consultants
- Manage the content of Community Partners' website through a content management system
- Manage the content, design, and distribution of a monthly newsletter and frequent e-blasts
- Manage and update communications files
- Work with program and finance staff to draft and/or format various documents as needed
- Other program- and communications- related duties as assigned

Qualifications

Bachelor's degree and five or more years of relevant work experience. Experience in nonprofits or foundations preferred but not required. Excellent writing skills are critical for this position. Must also have excellent interpersonal and organizational skills, be highly attentive to detail, have the ability to independently manage multiple important projects simultaneously, and work well in a highly collaborative team environment. Proficiency in MS Office is required. Proficiency in Photoshop and content management systems preferred.

Compensation

Salary and benefits are competitive and commensurate with experience.

Application

Please provide a cover letter, resume, and two writing samples. Please email as one PDF attachment to Jobs@CommunityPartners.org with the job title and your name in the subject line of your email. *Please no phone calls or e-mail inquiries about this position.*

Community Partners[®] is an equal opportunity employer and values our diverse staff.