



JOB ANNOUNCEMENT

Position: Project Manager - Communications

Date: May 2022

Applications Due: Open

Who We Are

Valley Vision is a civic leadership organization dedicated to improving the livability of the Sacramento region. Through research and action, we collaborate on bold, long-term solutions that improve people's lives. For the past 28 years, Valley Vision has created common ground built on facts that influence community leadership, promote collaboration, and drive change. Our unique workplace provides an environment that is fun while we conduct challenging and meaningful work. To learn more, visit (www.valleyvision.org).

We Want to Consider You

Valley Vision is committed to a diverse and inclusive workforce and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or status as a veteran.

Project Manager - Communications Position

Valley Vision is seeking a highly motivated **Project Manager** to support both project-specific and Valley Vision-wide communications efforts. Key activities will include strategic communications planning and implementation; content creation; staff and vendor/consultant coordination; management of communications assets (such as social media channels, website, newsletters); and monitoring impact of communications efforts for continuous improvement.

The Project Manager will play a significant role coordinating a team of communications consultants and supporting the delivery of the Listos California Community Resilience Campaign. This project, funded by the California Governor's Office of Emergency

Services (Cal OES), seeks to bolster the ability of diverse and vulnerable residents to prepare for, respond to, and recover from emergency events. The Project Manager will work closely with partners, including communications consultants, staff from Cal OES, and community-based organizations throughout the state to develop content, foster its accessibility and use, and ensure a tightly coordinated campaign that fully leverages all available assets.

This position will also support Valley Vision-wide communications efforts. In this role, the Project Manager will work closely with staff across all of our projects to develop strategic communications plans to boost the visibility of our work. The Project Manager will prepare and post content, manage social media channels, update content on our website, support e-newsletter development, and other communications-focused tasks.

The Project Manager is a full-time, exempt position. Occasional statewide travel will be required for the position.

Qualifications

The successful candidate will exercise sound judgement in executing tasks efficiently and on time and possess outstanding communication and organizational skills. The ideal candidate must be flexible and able to succeed in a fast-paced, results-focused environment.

Candidates must have a minimum of 3-years of related professional work experience. A Bachelor's degree is encouraged, but not required.

Qualifying skills and characteristics include:

- Exceptional project management skills
- Extensive experience with community engagement efforts
- Demonstrated experience working with hard to reach populations
- Proficiency in stakeholder management and facilitation
- Background in communications, public relations, marketing, writing, or similar fields.
- Experience with planning and implementation

Compensation:

- \$58,400 - \$65,000 per year, depending on experience
- Generous health, dental, vision, life, and retirement plans
- Mobile-phone stipend
- 11 paid holidays, paid vacation + Other paid time off

Interested individuals must submit a **cover letter** expressing your interest in and key qualifications for the position (no more than one page) and **resume** (no more than two pages), in Microsoft Word or PDF format to Kari MacDonald (kari.macdonald@valleyvision.org). In the subject line, write "Project Manager-Communications Application – [Your Name]". The position will only remain open until the successful candidate is selected, so interested parties are encouraged to respond promptly.