



OKPOLICY.ORG

Oklahoma Policy Institute

Job Announcement

COMMUNICATIONS ASSOCIATE

Oklahoma Policy Institute (OK Policy) is seeking an experienced and effective communications associate to provide support for OK Policy's communication efforts both internally and externally. The Associate will assist with print, digital, and multimedia content creation for communications campaigns for advancing fair and responsible public policies.

Duties and Responsibilities will include:

- Design policy briefs, infographics, fact sheets, and other materials for print and online publication.
- Create and publish regular content for social media; maintain existing social media strategies while developing new ideas to keep OK Policy current with media trends.
- Produce audio and video communications for the organization.
- Participate in strategic planning for communications campaigns related to issue advocacy and organizational goals.
- Assist with outreach to media and track media appearances by OK Policy staff.
- Monitor data for evaluation of effectiveness of communications activities and create reports for organizational measurement.
- Assist with other OK Policy activities, events and projects.

Qualifications:

- Strong commitment to OK Policy's mission and values.
- A minimum of a Bachelor's Degree in journalism, media studies, graphic design, communications, or a related field, or relevant professional communications experience.
- Experience in graphic design, web design, social media, and website management; knowledge of video/audio production is highly preferred.
- Proficiency with Adobe Creative Suites or other digital design tools/
- Excellent oral and written communication, interpersonal, and collaborative skills.
- Ability to manage multiple tasks, work independently, and meet deadlines in a fast-paced environment.
- Familiarity with the Oklahoma policy and media environment is preferred.

This is a full-time position. The salary range is expected to be \$35,000 - \$45,000 depending on experience. OK Policy offers excellent benefits, including health insurance, dental insurance, retirement, and generous paid vacation, sick leave, and holidays.

OK Policy is based in Tulsa. Oklahoma Policy Institute is based in Tulsa. Candidates based outside of Tulsa may receive consideration and should be able to travel regularly to Tulsa.

To apply for this position: **Please e-mail a cover letter, resume, and two design work samples by COB Monday, December 4, 2017 to jobs@okpolicy.org.** Please indicate Communications Associate in the subject line. The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description. We expect to notify candidates who have been selected for an initial interview by December 18th.

Oklahoma Policy Institute is a non-partisan, non-profit organization that believes that Oklahoma can be a great state, one that ensures prosperity for all our citizens through good schools, good jobs, good health and strong communities. To make the best policy decisions that lead us to this better future, policymakers and citizens need reliable, factual information. We provide the facts and advocate for fair and responsible public policies. You can learn more about OK Policy at <http://okpolicy.org>

OK Policy is fully committed to cultural diversity and equal employment opportunity. It is our procedure to make employment opportunities available to a wide-range of diverse individuals without regard to race, creed, color, national origin, sex, age, disability, HIV status, any condition defined under the Americans with Disabilities Act ("ADA"), marital or parental status, sexual orientation, gender identity, or citizenship status.