



We're Hiring!

Position: **Communications Specialist**

Location: Remote

Salary: \$21-24/hr

Compassion & Choices is seeking a **Communications Specialist** to help advance our work to improve care, expand options and empower everyone to chart their end-of-life journey.

This position is primarily responsible for providing a variety of communications support for Compassion & Choices' Marketing & Communication team. Responsibilities may include monitoring internal documents and resources; media accounts (including maintaining the monitoring of the media, conducting relevant research, coordinating elements of production for owned media, writing, editing, and conducting media relations, and supporting web updates), and general team support, filling in where needed.

This is a full-time, remotely-located, paid position reporting to the Communications Director. Compensation offered will be commensurate with experience.

We offer excellent benefits including employer-shared medical and dental insurance premiums, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, flexible spending account for medical and child care, commuter pre-tax benefit, eligibility to participate in 401K with generous 5% employer match and 100% vested at time of eligibility, 12 paid holidays, 17 PTO days first year, and personal days.

This position will primarily be responsible for:

- Acting as the team's "document specialist," guiding revisions as needed and ensuring materials are up to date, accurate, and appropriately posted and distributed
- Maintaining the Intranet page including reviewing and posting submissions for the Compassion & Choices main announcements page
- Producing and managing internal communications
- Proofing/copy editing/messaging checks for articles for the magazine, online blogs, brochures, newsletter and website content, etc., and assessing further writing opportunities as guided by the media team
- Providing in-office tech support (partnering with IT), setting up team meetings and general admin tasks as needed.

Preferred Qualifications (You will be a good fit):

Education and Experience:

- Bachelor's degree in Communication, Marketing, Public Relations, Political Science, or related field is required — or an equivalency of related experience and/or education may be considered.
- A minimum of 2 years of professional work experience

Skills:

- Ability to write email, press documents, blogs, articles, ads, fliers, and other necessary materials that motivate new and existing supporters to engage in the end-of-life choice movement.
- Excellent oral and written communication
- Ability to work independently and as part of a team
- High level attention to detail; ability to meet all deadlines
- Computer Skills: Working knowledge of Convio or similar CRM, HTML, Vocus/Cision software, Google suite, MS Office

How to Apply:

Email current resume and cover letter as one PDF document to Jobs@CompassionAndChoices.org. In the subject line of your email, indicate "Last_First Name, Comms 10-2021". In your cover letter, please (1) indicate how your personal philosophy aligns with our mission, (2) provide a brief summary of your directly related experience, and (3) provide your salary expectation (with a specific amount/range vs 'negotiable').

Questions about the position may be directed to Jobs@compassionandchoices.org.

About Compassion & Choices

Across the nation, Compassion & Choices works to create a society that affirms life and accepts the inevitability of death, embraces expanded options for compassionate dying, and empowers everyone to choose end-of-life care that reflects their values, priorities and beliefs. To make this vision a reality, we improve care, expand options and empower everyone to chart their end-of-life journey.

Compassion & Choices is committed to building a staff that reflects the diverse communities that make up our country. We are an Equal Opportunity Employer and recruit, hire, train, promote, and administer any and all personnel actions without regard to age, color, creed, disability, economic status, ethnic identity, gender identity, national origin race, religion, sex, sexual orientation, veterans status, or any other basis prohibited by applicable law.

Link to Job Description: <https://compassionandchoices.org/about-us/employment>