EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We expect our staff to be respectful and flexible and to be driven to achieve their personal and professional goals.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for more than 40 years, and if you're passionate about using your skills and experiences to support our mission, we’d like to meet you.

Communications Editor (Bilingual Spanish) (Full-time, Non-exempt)

Unit: Development

Posting Date: 08/24/2020

Salary: $40,000-50,000 annually, DOE

Summary: Under the direction of the Director of External Affairs, the Communications Editor is responsible for managing the Communications Department and all of the content that we deliver in a timely, efficient, and professional matter. This position will develop and execute strategies across the agency that will create and uphold our reputation as a longstanding nonprofit leader in Los Angeles. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position working 40 hours a week. Position to begin October 1, 2020.

Duties / Responsibilities:

- **Oversee the Communications Department by:**
  - Collaborating with all 24+ KYCC programs and services to accurately depict our work and impact in the community through all forms of internal and external communications.
  - Leading marketing and branding strategies to successfully execute various social media and fundraising campaigns to support and advance KYCC’s programs and services.
  - Mapping out and overseeing the execution for an annual content and editorial communications strategy (i.e. budget, objectives, timelines, benchmarks, and metrics) for the KYCC website, internal and external newsletters, all social media platforms, and all collateral material.
  - Working with external contractors and the communications team on web development, graphic design, content creation, and marketing plans.
  - Analyzing campaigns, web and social media analytics and other qualitative/quantitative data to revise Communications and Development strategies.
  - Ensuring the communications strategy is consistent and accurate with KYCC Branding Guidelines and the mission, values, history and strategic vision of the agency.
  - Hiring, training and developing Communications team members, including interns and program staff, on KYCC Communications Strategy and Branding Guidelines.
  - Managing a year-round internship program.

- **Expand community engagement, publicity and financial support for KYCC by:**
  - Advocating on behalf of KYCC programs and KYCC’s brand to external stakeholders and media across all communications channels and platforms.
  - Proactively pitching stories to media outlets to publish timely agency news and information, and producing press releases, media advisories and feature articles for top placement.
  - Building media relations and introducing KYCC to social influencers.
  - Working with KYCC leadership, including Directors, Managers, and the Board of Directors to promote the agency to the media, government entities, and public.
  - Occasionally speaking at agency events, conferences and community gatherings to promote the agency.

- **Attend relevant meetings, trainings, events and activities.**

- **Perform other related duties as assigned by the Director of External Affairs.**
Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A minimum of three (3) years of Communications experience; nonprofit communications experience highly desired.
- Public Relations, Marketing, Communications, or Journalism background, **required**.
- **Bilingual capacity in English/Spanish.**
- Proficient, compelling and efficient writing skills in order to produce engaging content.
- Attention to detail with accuracy and consistency.
- Proficient in Microsoft Office, WordPress (or comparable CMS), and Adobe Creative Suite, including Photoshop, InDesign, and Lightroom.
- Proficient in managing social media platforms, including Facebook, Twitter, Instagram, LinkedIn, and YouTube.
- Strong communication and people skills, including in-person and phone client presentations.
- Ability to troubleshoot, prioritize and locate resources.
- Ability to perform under pressure and address social media comments and inquiries in a timely and professional manner.
- Strong understanding of and commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance; **highly desired**.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- Proof of eligibility to work in the United States.
- Physical requirements: sitting and standing for extended periods of time, bending, kneeling and reaching to retrieve merchandise.