

JOB TITLE: COMMUNICATIONS COORDINATOR
REPORTS TO: COMMUNICATIONS MANAGER

DESCRIPTION

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, has supported our community through capacity-building and access to capital programs for small businesses and entrepreneurs. With a focus on low-wealth and underserved communities, California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and lending programs. More information is available at: www.cacapital.org

California Capital is seeking a Communications Coordinator who will work across all programs as part of a team dedicated to telling the story of California Capital and building engagement with diverse communities and small business clients. Reporting to the Communications Manager, the Communications Coordinator will assist on design projects and create engaging daily content across California Capital's website, social media, and communication channels. This position requires strong graphic design and copywriting skills, an attention to detail, and the ability to produce timely, clear, visually impactful, and mission-consistent content for digital and print media.

The ideal candidate will have demonstrated proficiency with visual content production across a variety of digital and print applications, and will be eager to contribute to the creative direction of the brand through unique approaches to digital storytelling and data visualization. This position also requires the ability to clearly communicate content strategies and design / production requirements associated with marketing campaigns and design projects.

RESPONSIBILITIES

- Coordinate the ongoing schedule of communication and marketing activities across California Capital's communication channels.
- Perform the day-to-day management of social media channels, website content updates, and creation of outbound newsletters, email announcements, and press releases.
- Working with a team, develop marketing campaigns and project-based design work with internal departments and external partners.
- Maintain accurate records communication and outreach, monitor and report on data analytics to track progress against community outreach goals.
- Communicate directly with clients to coordinate interviews, collect success stories, and obtain media releases.
- Participate in community-based events and communicate with community partners to coordinate outreach and marketing.
- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty.
- Maintain knowledge of California Capital's programs and community engagement.
- Other duties as assigned by appropriate supervisory personnel.
- Ability to work occasional evenings and weekends, if needed

QUALIFICATIONS

- 2 years of higher education and/or work experience in graphic design and/or digital media marketing
- Proficiency in using social media management tools
- Knowledge of layouts, graphic fundamentals, typography, print and web production

- Knowledge of Adobe Creative Suite and other graphic design software.
- Experience with print and digital media
- Ability to create visually appealing content that aligns with brand guidelines
- Strong attention to detail and ability to prioritize tasks in a fast-paced environment
- Proficiency in Microsoft Office

- Must have ability to:
 - Follow written and oral instructions
 - Work independently with minimum supervision
 - Work in a team environment across multiple programs
 - Exercise initiative and independent judgment
 - Maintain cooperative working relationships;
 - Demonstrate sensitivity to, and respect for, diverse populations
 - Present work to individuals and groups.
 - Accurately maintain computerized files and records
 - Compose and prepare correspondence and other communications

- Bilingual candidates are encouraged to apply

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

California Capital Financial Development Corporation is committed to employing quality staff members who are dedicated to community engagement and to recruiting and hiring persons from diverse backgrounds. Diversity fosters cultural awareness, promotes mutual understanding and respect, and promotes a productive and safe working environment.

WORKING CONDITIONS: Office environment; physical demands include sitting, standing, reaching, bending, walking, and lifting actual weight of 25 pounds. Participation in meetings will be required. Some work may be organized remotely.

EMPLOYMENT TYPE: This is a full-time position

COMPENSATION: \$ 21.00–\$24.00 per hour. Excellent benefits package, including health, dental, vision and retirement plan available. Paid vacation, holiday and sick leave.

APPLICATION INFORMATION

Interested candidates should submit the following documents via email for consideration:

- Resume
- Portfolio of at least 3 examples of past design work
- A letter of interest that succinctly addresses how your experience and professional qualifications prepare you for this position

Applications may be submitted to careers@cacapital.org with "Communications Coordinator" in the subject line.

California Capital is an equal opportunity employer.