

Job Description: COMMUNICATIONS ASSISTANT



ABOUT CITIZEN FILM: Citizen Film is a nonprofit documentary media company dedicated to crafting films & site-specific multimedia installations that foster active engagement in civic life. Our work reaches approximately 1 million people per year in civic spaces, from public parks to PBS. In addition to sparking national reflection & place-based action, our works have shown at many of America's most prestigious institutions, from the Sundance Film Festival to MoMA-NY.

RESPONSIBILITIES:

- Public Engagement Campaigns
 - Assist in strategizing public engagement campaigns with CF staff, writing content for, & managing/tracking impact of organization's campaigns;
 - Build, maintain & track marketing & outreach lists;
 - Research, manage, & maintain communications systems, propose new systems & protocols as needed;
 - Technical support for website production & upkeep.
- Social Media
 - Create posts in collaboration with producing & communication teams;
 - Manage & track impact of Citizen Film social media presence across platforms including Facebook, Instagram, LinkedIn & Twitter.
- Fundraising support
 - Research funding opportunities & communicate research to team;
 - Assist in preparation of funding requests & reports to funders;
 - Help track, file & maintain a database of funding requests & opportunities.
- Other related duties as assigned.

REQUIRED QUALIFICATIONS:

- Live in SF Bay Area & be able to participate in a hybrid office work model;
- Strong communication & interpersonal skills - ability to work effectively, both independently & as part of a team;
- Organizational & time-management skills;
- Aptitude for marketing techniques, social media, blogs, communications systems, & building & engaging audiences using media as a catalyst for reflection & dialogue;
- Experience with Adobe Creative Cloud Suite including InDesign, Illustrator & Photoshop; & social media platforms including Facebook, Instagram, LinkedIn & Twitter;
- Strong research & writing skills;
- Excellent computer skills in Mac environment;
- Proficiency in Microsoft Suite & Google Suite.

ADDITIONAL QUALIFICATIONS A PLUS: Knowledge of software applications: Dropbox, Wordpress, Squarespace, Salesforce, MailChimp, Adobe Creative Cloud Suite

COMPENSATION: Full time, salaried position. \$37,500 - 45,000 depending on qualifications & level of experience.

HOW TO APPLY: Email cover letter & resume to admin@citizenfilm.org. Applications without both cover letter & resume will not be considered.

APPLICATION DEADLINE: Sunday, July 30, 2023 - 11:59 pm - Pacific Time