



Job Description
COMMUNICATIONS ASSISTANT
www.citizenfilm.org

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 audiences 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
 - Support public engagement and social media campaigns with CF staff, writing/editing content for, & managing/tracking impact of organization's campaigns;
 - Build, maintain & track marketing & outreach lists;
 - Research, manage, & maintain communications systems;
 - Propose new communications systems & protocols as needed;
 - Provide 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 & X/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:

- 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;
- Strong understanding of basic design principles and basic experience with Adobe Creative Cloud Suite including InDesign, Illustrator, & Photoshop;

- Experience with social media platforms including Facebook, Instagram, LinkedIn & X/Twitter;
- Strong research & writing skills;
- Excellent computer skills in Mac environment;
- Proficiency in Microsoft Suite & Google Suite.

ADDITIONAL QUALIFICATIONS A PLUS:

- Live in SF Bay Area & be able to participate in a hybrid office work model;
- Knowledge of software applications: Dropbox, Wordpress, Squarespace, Salesforce, MailChimp.

COMPENSATION: Full time, salary position. \$45-50k - 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: Applications reviewed on rolling basis - w/ deadline of Nov 22, 2024, 5:00 pm PST.

Citizen Film is an equal opportunity employer. Every qualified applicant will be considered for employment. We do not discriminate based on race, color, gender, sexual orientation, age, national origin, religion, marital status, sex, disability, political ideology, or veteran status, or other protected class.