

Communications Specialist
Boston, MA
Spring 2019

Who We Are

Third Sector is an innovative nonprofit consultancy redefining how government funds effective social services. We help our government and community clients connect funding with data on social outcomes in order to solve pressing challenges such as equitable and inclusive economic mobility for all and the well-being of children. We work to define impact, draw actionable insights from data, and drive resources towards outcomes-oriented government. Since 2011, we have worked with more than 40 communities and transitioned over \$450 million in public funding to social programs that measurably improve lives. Our team of more than 40 employees works out of offices in Boston and San Francisco, and is united by our [core values](#) (Respect, Rigor, Resourcefulness, Results, and Reflection) and [our commitment](#) to diversity, equity, and inclusion.

The Role and Responsibilities

This full-time position is an exciting opportunity for a mission-driven, action-oriented individual who is looking to gain experience by executing on a wide range of communications functions and projects that will support Third Sector's ambitious communications goals. You will help write content, drive audience growth, update our website and social media channels, maintain and update communications systems, and assist with strategic communications activities. The Communications Specialist will report to the Communications Manager and collaborate closely with other Third Sector teams.

Your Responsibilities

The Communications Specialist will be responsible for the following:

- Assist in the writing, editing, and designing of content for our website, newsletter, social media, and marketing materials
- Updating our website including: creating, editing, and uploading content in Wordpress, optimizing content for search engines (SEO), and crafting visual assets.
- Updating organizational social media channels and creating/maintaining editorial calendar
- Maintaining CRM (Salesforce) and other key communications resources/data
- Assisting Project Teams with project-specific communications activities
- Coordinating all aspects of conference and award proposals
- Providing administrative support to the Communications Team
- Creating, maintaining, and updating Communications systems and processes
- Working with freelance designers, vendors, consultants, and other contractors, as needed

Desired Experience and Skills

1-3 years of professional experience, with at least one year in a communications-specific role, that includes:

- Drafting or writing press releases, web and social media content, blogs, and marketing collateral
- Basic understanding of Wordpress, HTML, social media platforms (Twitter, Facebook, LinkedIn, YouTube), and email marketing platforms (MailChimp)
- Working with various internal and external stakeholders of all levels
- Simultaneously executing on multiple workstreams and meeting deadlines
- Associate or Bachelor's degree required

A plus, but not necessary, if you:

- Have worked in a communications role at another mission-based nonprofit, government, or philanthropic organization
- Proven success in proofreading and editing
- Have experience with Adobe products (InDesign, Photoshop, Illustrator)

Key Skills:

- Strong verbal and written communication skills
- Exceptional attention to detail
- Proactive problem solving and critical thinking skills
- Ability to thrive in a fast-paced environment and excellent organizational and time management skills
- Excellent interpersonal skills and ability to work well with diverse groups of people

Our Hiring Process

Third Sector's hiring process may be different from hiring practices you have encountered before. We practice "blind recruitment" as part of our commitment to diversity, equity, and inclusion. In practice, this means:

- We will only ask for your résumé during the referencing phase at the end of the hiring process
- We will not ask for a cover letter
- We will only ask for relevant, de-identified work experience during the application process

Our hiring process includes these steps:

1. A written application for initial screening
2. In-person interview at our Boston office

3. Submission of résumé and three writing samples (after any in-person interview)
4. Reference checks (after submission of résumé and writing samples)
5. Final interview with a Managing Director
6. Offer issued

We are committed to transparency throughout this process. We understand interviewing can be stressful and aim to minimize that stress and uncertainty. To give you a sense of timing, steps two through four above are anticipated to take about six weeks. Ideally, the start date for the new Communications Specialist will occur in mid- to late- June.

Application Instructions

We do not accept cover letters nor do we accept résumés until Step 4 of our hiring process (see above). Any attempts to submit those documents through alternative channels will disqualify you as a candidate. Instead, we request that you answer the following application questions using the Google form linked here: <https://goo.gl/forms/f5g6hgs1nBeGxscu1>. Your personal information will be anonymized prior to review to ensure the integrity of our blind recruitment policy. Please note and respect the stated word limits for each question.

- 1.) What draws you to this position at Third Sector? What drives your interest and commitment to communications and public relations in a mission-based organization? (250 WORD LIMIT)
- 2.) Describe three projects, at least one of which was related to communications, that you have worked on and their results. (500 WORD LIMIT)
- 3.) Please list all relevant accomplishments and skills that you have gained from your educational and work experiences.
- 4.) How did you hear about this opportunity?

This is a full-time position based in our Boston office. The FLSA status for this position is non-exempt with a starting salary of \$58,000 plus benefits.

Applications will be accepted until April 22, 2019 at 5 PM Pacific time. If you have any questions, please direct them to talent@thirdsectorcap.org.