

Communications Specialist JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. With focus on Equity, Transparency, Continuous Learning, Human-Centered, Community-Inspired Solutions.

This position reports to the Policy and Communications Director and is responsible for the strategic communication of SSF activities related to Coordinated Entry/Access and the Continuum of Care (CoC) efforts to end homelessness in the Sacramento region. The Communications Specialist serves as a resource to CAS/CES and CoC management teams and to the SSF management team. This position participates in meetings with community stakeholders, elected officials, local and state government staff. This position will be used to support the specific needs of the build out of the Coordinated Access system.

SSF embraces technology to develop ongoing efficiencies. Currently the office is remote and is looking to be a hybrid operation in the future. This position will be required to report to the office periodically.

Evidence of COVID-19 vaccination will be required as a condition of employment and is mandatory for all SSF staff- full-time, part-time, and independent contractors. Vaccination documentation must be provided to SSF no later than the first day of employment. Vaccination information is completely confidential between the staff member and HR. Reasonable accommodations will be considered as needed.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Assists in the development of communications specifically related to Coordinated Access/Entry System
- Develops Coordinated Access/Entry System related outreach plans to actively engage and collaborate with government, community, and media partners.
- Develops and maintains related communication strategy.
- Delivers information to internal teams to maintain transparency and enable collaboration.
- Implements social media plan to promote SSF CAS/CES efforts to end homelessness.

Other Responsibilities

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Ideal candidates will possess the following knowledge, skills and abilities:

- Ability to engage with, listen to, and learn from a broad range of stakeholders.
- Ability to organize and summarize information in a clear and concise manner.
- Ability to provide leadership in a team setting, move members forward and build consensus.
- Skill in developing and implementing a communications and dissemination plan.
- Outstanding communication skills, both written and oral.
- Strong interpersonal skills including relationship and trust building, communication and listening, and personal engagement.
- High professional maturity, diplomatic style.
- Experience working with senior executives and/or government officials.
- Thrive in a fast-paced environment with an ability to juggle multiple priorities simultaneously.
- Exceptional skills in prioritizing and project management, must be highly organized with superior attention to detail and accuracy, flexible work style.
- High level of comfort in taking initiative and willingness to navigate new situations.

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- Very Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Can focus efforts to efficiently achieve measurable and customer-driven results consistent with the organization's mission, goals, and objectives.
- Responsible and accountable for managing resources well, choosing to use influence to serve the long-term collective good of the public. Places public interests above self-interests and focuses on the larger purpose or mission of the organization.
- Can support, promote, and ensure alignment with the organization's vision and values. Creates a compelling future state of the unit or organization.

Education and/or Experience:

Bachelor's degree (B.A.) from four-year college or university in communications, public relations, journalism, public affairs, public policy or related field; or one to two years related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$27/hour - \$32/hour; DOE.

Full-time non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:

If you qualify, please submit your application, cover letter and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#).

The position will be open until filled. Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We seek to employ an all-star team of people who vary by their race and ethnicity, gender identity, sexual orientation, nationality, age, culture, religion, veteran status, physical and mental abilities. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.