

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. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

This position reports to the Community Impact Director and is responsible for supporting the strategic communication of Sacramento Steps Forward (SSF) and the Sacramento Continuum of Care (CoC). The Communications Specialist helps to define and implement strategic internal and external communications inclusive of content, messaging, and collateral. The position works directly with department and team leads, executive team members consultants, vendors, and partners, as appropriate, to professionally represent the organization and communication objectives.

SSF embraces technology to develop ongoing efficiencies. Currently, the office is a hybrid operation. This is a hybrid position and will require you to report to the office periodically.

Essential Duties and Responsibilities include the following:

- Supports the effective communication of Sacramento Steps Forward in fulfilling its mission and vision to end homelessness in Sacramento, and in serving as the Sacramento Continuum of Care.
- Supports the implementation of activities for the SSF core service areas of:
 - Communicates homeless response system resources
 - Humanizes homelessness
 - Facilitates the Sacramento Homeless Policy Council
 - Provides communication support services
- Collaborates to define communications strategies and plans for projects and initiatives including (but not limited to): Coordinated Access System, Point-In-Time Count, Homeless Management Information System, CoC Annual Meeting, Regional Homelessness Coordinated Action Plan, Sacramento Homeless Policy Council, training and capacity building, disaster preparedness, COVID-19 Response, and special observances (such as World Homelessness Week and National Volunteer Month).
- Coordinates, develops, and implements key communications tools inclusive of researching, proposing topics, creating content, coordinating review and edits, posting, and monitoring analytics for the following:
 - A monthly external newsletter,
 - Regular, external e-blasts supporting SSF initiatives,
 - Social media posts for platforms including Instagram, Twitter, Facebook, and LinkedIn,
 - A weekly internal staff newsletter, and
 - A weekly internal email digest of aggregated pertinent news
- Coordinates, develops, and implements content and visual updates for the SSF website.
- Proactively and on request supports the messaging, branding, style, and presentation of SSF for external communications.
- Facilitates regular contact and communications with internal teams to enable collaboration and to maintain transparency.
- Collaboratively develops and maintains foundational internal tools and processes for both internal and external communications, including project management templates, internal guides and standards, and process documentation. Coordinates and collaborates with vendors and consultants who are fulfilling communications products and services, as assigned by the Community Impact Director.
- Utilizes the following applications to produce products and/or manage tasks:
 - Microsoft Suite (Outlook, Teams, SharePoint, Excel, PowerPoint in particular)
 - Canva
 - Asana
 - Social Pilot
 - Adobe Premiere
 - Adobe InDesign
 - SurveyMonkey
 - Photography and editing Photos

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- Zoom Workplace
- Manages workflow effectively and efficiently in an often fast-paced, deadline-driven environment.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.
- Other duties may be assigned.

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

- Experience facilitating and advancing diverse communications projects, tasks, and timelines.
- Capacity to efficiently respond to, prioritize, and integrate communication requests and opportunities.
- Familiarity with Sacramento's homelessness response system, politics and elected officials, and/or press and media.
- Familiarity with grammatical rules and their application according to both Chicago Manual of Style and AP Stylebook guidelines to ensure clarity, coherence, and readability.

Education and/or Experience:

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$27-\$35/hr; Planned maximum is at the mid-range at hire, DOE.

Temporary, full-time, non-exempt, limited term (August 2024 – January 2025) position and will not include benefits; health, dental, and vision, 401k, accrued vacation or paid holidays. This position will include accrued sick leave as required by law.

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](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

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 agencies, please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. 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.

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