



THE
COMMONWEALTH
INSTITUTE

*Building a Prosperous
Virginia for All*

Communications Associate

(Full-time, short-term contract)

The Commonwealth Institute is looking to expand its communications capacity by adding a full-time **Communications Associate** to our team for a short-term (5-month), grant-funded contract assignment. This experienced professional will work with the Communications Director/COO and analytical staff to make progress on core organizational priorities and advance our issue campaigns to help improve the lives of Virginians statewide.

Who We Are

The Commonwealth Institute for Fiscal Analysis (TCI) provides independent research and analysis of state fiscal and economic policy issues in Virginia, with a focus on how these issues affect middle-class and low-income people in our state. Our mission is to use policy research and analysis to advance the well-being of Virginia communities, and improve the economic security and social standing of all Virginians.

We embrace an “all hands on deck” work environment where every team member is vital to TCI’s success and there is a sense of both individual ownership and shared purpose. We take pride in our lively and open office space, where collaboration is not just encouraged, but critical to success. Our focus is on outcomes, so our work style allows for flexibility and a solid work-life balance.

What You’ll Do

From May through September you will work under the supervision of the Communications Director/COO who will transition to interim President/CEO during our current president’s three month sabbatical (June-August). During that time, you will take on the majority share of the current communications portfolio while the current Communications Director assumes a set of new responsibilities.

In this role, you’ll consult with analysts on the key communications aspects of their issue campaigns; help sharpen our reports, issue briefs, and blog posts into press-ready, accessible narratives; drive strategic mainstream and social media coverage; produce reports, issue briefs, and talking points; work with free-lance designers on key projects; edit op-eds and LTEs; and perform other communications work consistent with TCI’s organizational priorities and campaign goals.

What We're Looking For

- A Bachelor's degree in English, communications, or a related field
- Three to five years professional experience in the field of communications (journalism, public relations, communication, marketing, advertising, or related field)
- Superior written and verbal communication skills including the ability to edit for grammar, concision, and comprehension
- The ability to thrive in a deadline-driven environment
- Great judgment. Better yet, really great judgment
- A focus on outcomes, able to give and receive constructive criticism in the pursuit of an ever-stronger organization
- Intellectual curiosity and an interest in public policy and the legislative process
- A passion for improving the lives of middle-class and low-income Virginians, tempered by the understanding that policy progress rarely happens overnight and takes collaboration
- A willingness to accept the fact that we use the Oxford comma
- Facility with Adobe InDesign, Photoshop, and other Adobe Creative Suite products

Tools We Use

Adobe Creative Suite (Cloud-based)
Google Apps
Microsoft Office, with special focus on Excel
Tableau
Tumblr
Wordpress
Twitter
Facebook
ConstantContact
DonorPerfect
HipChat
SproutSocial

Logistics

Compensation: The hourly wage for this part-time, grant-funded, contract position is \$50/hour. Benefits are not included.

Manager: Chief Operating Officer

Location: Richmond, VA

To Apply: Send cover letter, resume to Patrick Getlein at patrick@thecommonwealthinstitute.org. Applicants should review our Web site and blog (thehalfsheet.org) and offer at least three thoughts on how to improve them as part of your cover letter. No phone calls or other email inquiries please.

Timing: This short-term position will start no later than May 1 and will end September 30. Review of applications begins February 28.

The Commonwealth Institute for Fiscal Analysis is a 501(c)(3) non-profit organization. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.