

## **Communications Associate**

### **Position Summary**

The Communications Associate supports the organization's connection to the community by creating clear, engaging content across digital and print platforms. This role manages social media, assists with website updates, and helps translate complex information into accessible messages for diverse audiences — connecting the dots across channels so that our work reaches the right people in the right voice. The ideal candidate writes well, thinks clearly, and brings the focus and follow-through to take a project from idea to execution. They balance creativity and wit with a respectful tone, value diverse perspectives, and show up as a warm, reliable presence in public-facing settings.

**Reports to:** Communications Manager

**Supports:** Operations, Development, Programs, and Finance leadership

**Status:** Full-time, exempt

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### **Primary Responsibilities**

- Lead day-to-day social media management across Instagram, Facebook, and LinkedIn— including content creation, community engagement, and staying current on platform trends.
- Write and curate email newsletters tailored to a variety of external audiences.
- Draft, update, and maintain website content; collaborate across departments to ensure timely, cohesive messaging.
- Develop presentations, facilitate webinars, and support virtual and in-person event coordination.
- Edit videos for informational and community outreach purposes.
- Support the planning, promotion, and execution of ExtraGive, including website content, communications, and outreach materials.
- Maintain and organize the organization's photo and story library.
- Coordinate relationships with external vendors, including printers, merchandise suppliers, design agencies, and photographers.
- Represent the Community Foundation at community events and public-facing engagements.
- Other duties as assigned from time to time.

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### **Required Skills and Qualifications**

- Bachelor's degree or Associate degree with 2-4 years' experience in a related field required (communications or marketing).
- Working knowledge of Adobe Acrobat, Canva, WordPress, MailChimp, CRM/database systems (Foundation database is Foundant; training provided).
- Proficient knowledge of social media platforms for businesses.
- Experience with video editing, GIFs, social media graphics.
- Demonstrated skill in written and oral communication.
- Exceptional ability to manage time and priorities in a flexible workplace.
- Curious and self-motivated. Enthusiasm for learning about and implementing new technologies and ideas.
- Appreciation for the vibrancy and diversity of Lancaster County. Ability to practice empathy and build relationships with people from many backgrounds.
- Ability to balance reliability and professionalism with warmth, humor, and optimism.
- Bilingual skills are a plus

**Physical & Work Requirements**

This position requires the ability to perform essential job functions with or without reasonable accommodation, including:

- Prolonged periods of sitting, standing, and/or working at a computer.
- Sustained concentration and attention to detail for extended periods.
- Occasional bending, twisting, reaching, and lifting of materials up to 25 pounds.
- Effective verbal and written communication.
- Reliable access to transportation to attend work, meetings, or events as required.

Salary range \$53k- 62k, commensurate with skills and experience.

**Equal Employment Opportunity Statement**

The Foundation is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.

**ADA Statement**

The Foundation is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with applicable federal, state, and local laws.

**Submit cover letter and resume to [jobs@lanfound.org](mailto:jobs@lanfound.org). Questions? Send to [jobs@lanfound.org](mailto:jobs@lanfound.org).**

**No calls please. Applications will be accepted through March 27.**