Communications Manager Job Posting

About the Council of Community Housing Organizations:
The Council of Community Housing Organizations (CCHO) has been leading the affordable housing movement in San Francisco for over 40 years. CCHO’s mission is to advocate for equitable development that benefits all San Franciscans. We are a nonprofit coalition of 21 community-based housing developers, service providers, and tenant advocates. We educate the public and fight for policies that stop displacement, develop and preserve permanently affordable housing, and empower low-income communities. Beyond our policy work, the work of our member organizations has resulted in nearly 30,000 units of affordable housing. We are dedicated to the vision of a San Francisco Bay Area where all residents can afford to live, work, and thrive.

For more on our work, please visit [www.sfccho.org](http://www.sfccho.org)

About the Position:
We are seeking a Communications Manager! We are a small, fast-moving team of three (including you!) that works closely together on developing messaging and content. You will coordinate the Council of Community Housing Organization’s communications strategy, shape messaging, and create and edit content in support of our advocacy work for affordable housing and equitable development policy. We are looking for someone having applied experience with a range of communications strategies, including online and social media, print media editorials and generating earned media, original publications and infographics. Any experience in content production, short videos and podcasts would a plus. A strong candidate will be adept at building strategic relationships with journalists locally and across the region and state, as well as target communications impact with policymakers, elected officials, and with the general public on ballot measure campaigns. You will also help to build strategic communications networks and convenings with our member organizations, community/labor/tenant alliances, and with philanthropic funders. Ideally, you will also have some knowledge of housing policy and politics of San Francisco and the Bay Area. Interest and fit are as important as hard experience, though - this is an opportunity to grow for someone who has a knack for communications, who is motivated by actionable policy campaigns, and who wants to help shape the public conversation around housing and equity.

What You Will Do:

- Work closely with the Executive Director and Policy Director and the housing justice community to advance an affordable housing agenda.
- Guide and coordinate CCHO’s overall communications strategy, including developing our yearly communications calendar and regular updates to the calendar as issues evolve
- Work within the housing ecosystem to design and share innovative policies to produce, preserve, and protect affordable housing.
- Shape CCHO’s messaging on key housing issues to advance our advocacy goals and distill complex ideas for a range of audiences
- Collaboratively write and edit a range of content, including regular op-eds, longer thought pieces, blog posts, talking points, infographics, social media posts, podcast discussions, and short video content pieces.
Council of Community Housing Organizations

What You Bring:

- The CCHO Comms Manager should be a very proactive person, a "doer," so we are continuously generating news and media relationships
- Comfort with working both collaboratively and independently. Managing up and being able to work independently is especially important with CCHO’s intermittent hybrid working model during the pandemic.
- Passion for housing justice and racial and economic equity
- Must enjoy building relationships with journalists and policymakers, following up regularly, and maintaining communications.
- Be okay with working beyond regular business hours as necessary.
- Skill in interpreting complicated policy issues into accessible language, as well as honing relevant housing data into relevant and easily understood data points
- Knowledge of affordable housing issues, including local San Francisco politics and policies around affordable housing, land use and development, tenants’ rights, displacement, and gentrification (though this is not a requirement)
- Skill in working within and expanding a narrative strategy based on housing justice, anti-displacement, a sustainable economy, and racial equity
- At least two years of experience in communications, media relations, outreach, or other relevant work experience, including being able to share samples of content you’ve created and experience developing relationships with reporters
- Experience with media strategies and outreach, including press releases, op-eds, and responding to media inquiries
- Project management skills and keen attention to detail (including maintaining consistency with an organization’s framing and branding), with the ability to handle multiple projects simultaneously, and ability to efficiently archive materials
- Excellent written communication skills, including demonstrated ability in writing, strong editing skills, and a collaborative approach to writing/editing
- Ability to explain complicated ideas in everyday terms and different styles to connect with a range of audiences (from general public to policymakers)
- Fluency with social media tools and best practices, including working with coalitions and allies to boost our messages, as well as publication platforms such as Medium
- Strong interpersonal skills, a love of relationship building, and an excitement to grow into one of the public faces of CCHO

Bonus Skills:

- Graphic design skills, especially related to social media images, infographics, and/or layout for policy papers, including Photoshop, Illustrator, and/or InDesign
- Familiarity with WordPress and SquareSpace for website production
● Experience with performing interviews

Compensation:
This is a full-time salaried position, with health benefits available starting the first full month of employment. Compensation will be DOE ranging from $85,000 to $100,000, DOE.

To Apply:
We will begin reviewing applications immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. To apply, email 1) a detailed cover letter, 2) your resume, and 3) two writing samples (such as blog posts, op-eds, press releases 4) media – video, infographics, social media, or something similar) to ccho@sfic-409.org with “Communications Manager Application” in the subject line.

CCHO is an equal opportunity employer: Women, people of color, LGBTQ-identified people, immigrants, and people with disabilities are encouraged to apply, as are local Bay Area residents.