



## JOB POSTING

### ***COMMUNICATIONS ASSOCIATE***

**Reports to:** President/CEO

**Job Location:** San Francisco/Remote

**State:** California

#### **About Us**

D&A Communications is an award-winning full-service boutique communications agency with 20+ years of experience. We are a highly trusted partner serving both public and private sector clients in San Francisco, the Bay Area and beyond. We are well-respected and have a long-standing reputation for providing exceptional services on large-scale projects making a difference in the lives of everyday people in our communities. Our agency specializes in developing integrated communications strategies for social impact initiatives, branding and advertising, corporate social responsibility, diversity and inclusion programs, reputation management, digital and social media, and implementing public engagement tactics for corporations, municipalities, urban developers, A/E firms and non-profit organizations.

#### **About You**

Are you a go-getter, hungry to absorb an immersive communications experience? Are you naturally inquisitive and a seeker of all the answers? Are you a natural taskmaster? Do you have a passion for serving your community and helping others connect with their neighbors and local leaders? If so, you could be just the right fit and we urge you to consider applying! Have you proven you've got what it takes, are you focused and meet deadlines with ease? You'll have a front row seat to a variety of both public and private sector clients, while providing critical communication support to an award-winning team. In exchange, you'll have unique exposure to the world of communication, marketing, government and community relations as taught to you by one of the premiere communication leaders in the field.

If you are looking for a place to put down roots and you see life as a "glass half-full" then we want to meet you. It is our sincere hope to graduate the ideal candidate into a project



managers role in 1-2 years using the knowledge and experience s/he obtained working closely with our project managers.

Our Communication Associates are the glue that holds our team together!

### **Key Responsibilities**

- Professionally represent our firm when interacting with clients and their stakeholders
- Work as part of multiple project teams to develop and execute comprehensive communication, advertising, outreach and engagement, and marketing plans for clients.
- Work closely with Project Managers to monitor budgets, contracts and other administrative functions for client projects
- Produce creative and strategic content for public outreach campaigns
- Contribute to project team strategic visioning and problem-solving
- Exercise independent judgment in the preparation of client deliverables with minimal supervision
- Keep up-to-date on client activities, issues, programs, and ecosystem to maintain context for client interactions and to inform recommended strategies
- Contribute internally, with firm marketing and new business development activities
- Manage information and facilitate internal operations
- Facilitate effective internal communications
- Other duties, as assigned

### **Minimum Qualifications**

- 2 years of experience in Public Relations, Advertising and/or Strategic Marketing
- Strong talent for communication writing and verbal presentation
- Solid understanding of the function and unique value of both established and emerging social media platforms
- Advanced-level comfort with Microsoft Office Suite in a Mac environment, as well as Google applications
- Proactive, organized, and able to juggle multiple priorities to meet demanding deadlines
- Experience working in the public sector and/or an advertising, public relations or marketing agency (preferred, not required)
- Fluency in a language other than English (preferred, not required)

### **Key attributes, knowledge, skills and abilities:**

- Professionalism, deductive reasoning and strong powers of observation are a must.
- Proven ability to communicate clearly and effectively both verbally and in writing



- Willingness to tackle new challenges and adapt to rapidly changing priorities will be key to your success.
- Proven ability to stay calm and confident under pressure, keep track of rapidly changing details and ensure everyone around you remains organized will add tremendous value to the team.
- Excellent writers, thoughtful communicators and creative wizards.
- Skilled at retaining detail while multitasking is impressive.
  
- Demonstrated sound judgment, often working on project components with direction from project managers.
- Comfortable jumping into a project on a moment's notice and quickly add value.
- Consummate collaborators and the epitome of team players.
- Strong communicator and marketing generalist with something to contribute to each of our diverse set of client projects.

*Competitive salary and full benefits package offered to the right person with proven required skills, abilities and expertise.*

If you meet these qualifications and the position sounds like the perfect job for you, please submit a cover letter, your resume and (2) writing samples to [sandra@hradvisors.net](mailto:sandra@hradvisors.net). Please include the position you are applying for in the email subject line. No faxed applications will be accepted. Please no phone calls.