



# COMMUNICATIONS

## COMMUNICATIONS ASSOCIATE - REMOTE

EMC Communications is hiring a Communications Associate with 1-2 years of full-time PR and/or communications experience to assist with media relations and strategic communications campaigns for our clients advancing the social good. This position is full-time, exempt, and permanently remote. You will report to a Director. Your key responsibilities include, but are not limited to:

- Coordinating client projects
- Updating and managing lists of media contacts
- Managing media relations campaigns, including writing and pitching press releases, media availabilities, statements, letters to the editor and more
- Developing and executing social media content
- Monitoring media and social media
- Researching and writing talking points
- Monitoring and measuring earned and social media impact
- Creating impact reports documenting our work

EMC Communications is a woman-owned strategic communications firm elevating thought leaders, advocates and businesses driving social change. We offer integrated public relations, messaging and digital media campaigns focusing on political advocacy and issues advancing the social good, especially gender, racial, economic, and social justice.

### Qualifications

- 1-2 years of experience working communications in-house or at an agency
- Excellent writing and interpersonal communication skills
- Comfort with tight and shifting deadlines
- Attention to detail
- Ability to work independently essential
- Experience working in journalism or advocacy organizations a plus

**Starting salary range for the Communications Associate is \$51,000-55,000**

- Healthcare: Generous medical, dental, and vision coverage.

- Paid Time Off: With paid time off, Employee Wellness Week, and federal holidays, EMC employees have 34 paid days off per year.
- Retirement: Employer-sponsored retirement plan, with an employer match of up to 3% of salary.
- Life Insurance: Coverage up to 2x salary at no cost to employees.
- Equipment: MacBook Air provided. \$100 monthly cell phone and Internet stipend.

**EMC Communications is an equal opportunity, fair-chance employer.** We are building a workforce that reflects diversity at all levels of the organization and encourage applications from all qualified individuals without regard to race, ethnicity, religion, national origin, sexual orientation, gender identity and expression, age, veteran status, disability, record of arrest or conviction, or any other basis prohibited by applicable federal, state, or local law.

## **TO APPLY**

**Please send your cover letter and resume to [careers@emccommunications.com](mailto:careers@emccommunications.com) with the subject line of EMC Communications Associate + Your Name and share where you saw this job posting.**