JOB POSTING

Communications Coordinator
NC Budget & Tax Center

Work at the Budget & Tax Center

At the North Carolina Budget & Tax Center, we envision a state where every person can reach their full potential and achieve well-being through the support of trustworthy, anti-racist institutions and systems that we all participate in building.

The NC Budget & Tax Center is a non-partisan, non-profit organization that works to document fiscal and economic conditions in communities to support the work of people, organizations, and government to advance solutions to poverty and pursue racial equity.

The Communications Coordinator Role

The Communications Coordinator supports NC Budget & Tax Center (BTC) staff with day-to-day online and offline strategic communications such as publication design, media work, and online engagement; developing and articulating a strong message for progressive social change across a wide range of issue areas; and utilizing a comprehensive digital strategy via social media to advance the reach and message of the Budget & Tax Center’s research and policy campaigns.

The Communications Coordinator is responsible for coordinating ongoing contact management database updates and list building, and contributes to the design of experiments and new content development that supports the work of BTC.

The Communications Coordinator, with supervision from the Communications & Technology Manager, will provide direct support to project staff in implementation of specific campaign and engagement communication activities that advance our shared work for a more equitable investment in people and communities.

In the next three years, the Communications Coordinator will work on a variety of projects, depending on their interests and the emerging needs of the organization. Likely areas of work include:

- building understanding of the importance of budget and tax decisions to everyday life in NC,
- connecting policy choices to the well-being and priorities of people across North Carolina
- contributing to the work to build awareness of our organization’s work with new audiences.

The Communications Coordinator is supervised by the Communications & Technology Manager, who sets the strategic direction and prioritization for the work.

Core Responsibilities:
• Support BTC’s digital presence, including website and social media platforms, by implementing communication activities for specific policy campaigns and the broader organization;
• Support the work of the team to communicate our narrative across various platforms, channels, products, and venues;
• Coordinate the maintenance of accurate contact records and effective use of contact management software to increase the reach and depth of engagement with people across North Carolina;
• Other duties may include developing graphics, writing and editing, and supporting presentations, events, or reporter interviews with colleagues;
• Actively participate in team activities including those related to planning and program execution, staff development, partner support, or other topics as they arise and as appropriate, as well as advancing racial equity at the organization.

What we’re looking for
To be considered for this role, candidates will have a demonstrated foundation in effective written communication across various formats. This can include:

• A master’s degree and at least one year of work or volunteer experience
• A bachelor’s degree and at least two years of work or volunteer experience
• At least three years of experience.

To be successful in this role, you are:

• Passionate about making North Carolina a place where public policy advances the well-being of all people and communities, as well as trustworthy, anti-racist institutions.
• Interested in the policy areas that our organization works on, including state taxes and public policies that support people with low and moderate incomes.
• Flexible and can adjust your plans to meet emerging needs.
• Committed to authentic and equitable collaboration with co-workers and external partners.

Key Skills: We recognize that candidates may not be equally strong in all skill areas and may have additional qualifications that aren’t listed here. If you are excited about this position, we encourage you to apply and to tell us in your cover letter why you think you’re a great candidate.

• You have strong digital competency, including experience working with contact management systems and social media platforms to amplify messages and findings. You either have experience in digital advertising, Google Analytics, and Wordpress, or are excited about building those skills.
• You have a strong command of effective writing and experience editing and copy editing. You have experience making complex information accessible.
• You are very organized and pay close attention to details. You have experience meeting competing deadlines.
• You are creative and like to experiment, and you get excited about new communications tools and tactics.

Please let us know if you have:
Experience working on policy or political campaigns in a communications capacity and demonstrated adaptability to changing contexts and moments of rapid response.

What Else You Should Know

We value the expertise, diverse perspective, and commitment to policy and systems change of our team members and align our benefits and compensation to be competitive. The organization provides 240 hours of paid time off annually, 100 percent coverage of employee health care, 14 paid holidays annually, and a $3,000 employer contribution to retirement along with an additional match to employee contributions up to $1,000, in addition to paid family leave and annual allocations for professional development.

We strive to create a work environment that encourages collaboration and experimentation, and supports professional growth. We are building practices in transparent decision-making and collaborative work planning and recognize that debating big ideas leads to better results and positively impacts our mission. We want our team to enjoy this work.

The NC Budget & Tax Center is a remote workplace of NC-based staff who are able to attend in-person meetings in the Triangle approximately monthly. Staff must provide proof of vaccination against COVID-19 or complete documentation seeking an exemption.

APPLY NOW

Please submit the following materials via email to hiring@ncbudget.org with the subject line: Communications Coordinator.

- Resume
- Cover letter explaining why you’re interested in this position and why your experience makes you a great candidate

You can reach out to that same email with any questions.

Applications will be accepted until the position is filled. Priority will be given to applications received by Friday, July 28.

We anticipate reaching out to candidates for interviews by mid-August. We will update candidates about the status of their application as quickly as is reasonably possible and will notify all remaining candidates after the position is filled. You can reach out to hiring@ncbudget.org with any questions about the position or hiring timeline.

The NC Budget & Tax Center is an equal opportunity employer, and as such takes affirmative action to ensure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, gender identity, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.

Individuals with disabilities requiring disability-related accommodations in the application and interview process are welcome to contact 919-578-9972.

Starting salary for this position is $55,000 - $65,000 depending on experience and skill sets.
The Communications Coordinator is an exempt position at the organization and is in the bargaining unit, represented by the National Organization of Legal Service Workers, UAW Local 2320.