At ChangeLab Solutions, we believe achieving the common good means everyone has nourishing food; safe places to live and play; plenty of opportunities to bike, walk, or take transit; fresh water and clean air indoors and out. Meeting those needs requires good laws and policies that link housing, education, jobs, and the environment to healthy outcomes. It means efficient government working with strong and diverse leadership toward common goals. Many communities lack those fundamental capacities, and we want to change that.

Throughout the nation, ChangeLab Solutions works with neighborhoods, cities, and states to transform communities with laws and policies that create lasting change. Our unique approach, backed by decades of solid research and proven results, helps the public and private sectors make communities more livable, especially for those who are at highest risk because they have the fewest resources.

This part time Communications hire will work primarily with ChangeLab Solutions’ Senior Communications Manager on projects that support the organization’s publication production operations, promotion, and development.

**Job Description**

This is a part-time (10-20 hours per week) position. Projects and activities may include any or all of the following:

- Quality control for the following: all text and graphics are moved into the designed product, author(s) edits are incorporated, photo credits and disclaimer information, and general proofreading when documents come back from the graphic designers.
- Identifying and updating publications with our correct branding. Updating publications with the ChangeLab Solutions branding, or working with a designer to do so.
- Updating and/or posting items on ChangeLab Solutions website.
- Scheduling and preparing for meetings.
- Assisting with production schedules, tracking deadlines, and running reports from Salesforce.
- Researching photos, working with our existing photo library, tagging and organizing photos, and communicating with photographers about using their photos.
- Collecting information from staff or consultants as needed for projects and preparing that information effectively.
- Other duties as needed.

**Desired Qualifications**

- Pursuing a college degree in communications, marketing, writing, public health, urban planning and/or public policy.
- Strong written and oral communication skills.

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ChangeLab Solutions

- Experience with editing and proofreading.
- Experience with layout in Word, including formatting styles, cross-references, and citations.
- Familiarity with using Acrobat PDF editing tools.
- Experience using InDesign for publication layout a plus. Some simple layout work.
- Familiarity with using customer relationship management (CRM) software such as Salesforce.
- Familiarity with using a content management system (CMS) such as Drupal.
- Works efficiently and will ask questions when needed to get clarification on projects.
- Experience with or strong interest in publication layout and design.
- Detail-oriented, with an eye for aesthetics.

Compensation

We strongly encourage applications from students who will receive academic credit or otherwise use the position in fulfillment of requirements of a work study program. Compensation is hourly, $10-14 depending on qualifications. This appointment is temporary. We are within walking distance to BART.

How to apply

Please send a resume, cover letter, and a list of references to: jobs@changelabsolutions.org; please include “Winter 2015: Communications Part Time Position” in the subject line of the email. Position is open until filled.

We are proud to be an EEO/AA Employer

NO PHONE CALLS PLEASE