



## **Communications Fellow**

### **SUMMARY:**

NextGen Policy is seeking a creative, results-oriented Communications Fellow to help plan, coordinate, and execute media strategies that support our organizational goals at the local, federal, and statewide levels. The Communications Fellow will be an integral part of the NGP Communications team, reporting to the Communications Director. Our organization is currently working remotely, with plans to eventually return to the office in downtown Sacramento.

### **RESPONSIBILITIES:**

Under the direction of the Communications Director and, in coordination with the Communications and Policy Teams:

- Support the planning and implementation of long-term and rapid-response media outreach plans to advance a variety of legislative and partner outreach campaign goals;
- Serve as liaison across internal teams, as well as with external partners and stakeholders, to advise on communications strategies and tactics;
- Develop a diverse array of messaging and written materials while maintaining the NextGen Policy brand and tone;
- Develop media messages, op-eds, press releases, talking points, and other materials;
- Help staff media events as necessary;
- Create strategic media responses to relevant reports and external developments.
- Pitch relevant stories and connect reporters with spokespeople as needed;
- Develop and execute long-term and rapid-response media outreach plans to advance campaign narratives and outcomes;
- Regularly track California news and social media sources to keep the organization informed of relevant and breaking news.
- Support messaging, copywriting, editing and coordination for social media output as needed.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Professional experience with media relations;
- Solid understanding of best practices for using media to advance campaign goals.
- Excellent writing and verbal communications skills;
- Strong communicator who is comfortable interacting with reporters, developing compelling messages, and drafting written materials for various audiences;
- Proficiency with Cision, TVEyes, and/or other media outreach and tracking tools;
- Ability to work on multiple projects concurrently and prioritize workload, with on-time and high-quality delivery;
- Ability to work under tight/strict deadlines;
- Solid organizational, communication, analytical, and writing skills;
- Professional and positive attitude, the ability to receive direction and feedback from various sources, and be a team player that thrives in a collaborative work environment.



**BONUS POINTS FOR:**

- Experience with public speaking or speechwriting;
- Knowledge of the California state legislative and governmental process;
- Experience with WordPress or comparable CMS platforms;
- Fluency in Spanish or another prominent language spoken in CA (written and verbal).

**COMPENSATION:**

NextGen Policy offers this Fellowship benefits and compensation which is commensurate with the number of hours committed to the Fellowship program. Fellows are required to commit to 30-40 hours per week.

**TO APPLY:**

Provide a resume, cover letter and writing sample by Friday, November 19, 2021. Send all documents as one PDF attachment to: [jobs@nextgenpolicy.org](mailto:jobs@nextgenpolicy.org). Please name your saved PDF with the title: LastName.FirstName.pdf (Example: Smith.John.pdf) and write "Communications Fellow Application" in the email subject line.

**ABOUT NEXTGEN POLICY:**

NGP fights for progressive policy change to address environmental, social, racial, gender, and economic inequities in California through justice-centered legislative advocacy, grassroots partnerships, and democratic civic engagement.

Originally founded in 2016 to focus on climate and environmental policy, in recent years, NextGen Policy has broadened its policy and program into a multiplicity of scope to economic, and social justice issues. Specifically, our portfolio now encompasses: criminal justice and immigration; healthcare and food insecurity; mental health and voting rights; student loan debt and the Census; veterans issues and consumer protections; disability rights; and affordable housing and environmental justice.

**NextGen Policy is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.**