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PHONE (202) 296-5469 • FAX (202) 296-5427

JOB ANNOUNCEMENT

Position: Associate, Communications

Employer: Campaign for Tobacco-Free Kids

Location: Washington, DC

The Campaign for Tobacco-Free Kids is seeking qualified candidates for the position of Associate, Communications, to assist in the development of advertising, media relations and other communications materials and projects, with a focus on state and local issues. This position is also responsible for the administrative functions of the Communications Department. This is an excellent opportunity for an energetic, junior-level communications professional to grow and develop skills at a fast-paced, respected advocacy organization. The Associate, Communications, reports to the Director, State Communications.

Responsibilities

- Drafts and coordinates approval of media relations and web site materials related to the Campaign's state and local efforts, including press releases, statements, op-eds, letters to the editor, editorial board memos and other materials.
- Fields and makes media calls related to the Campaign's state and local efforts and arranges interviews with appropriate staff.
- Compiles and maintains media lists.
- Coordinates advertising and direct mail approval process with advertising and direct mail agencies, Campaign staff and partner organizations, and maintains advertising and direct mail archives.
- Works with Communications staff to coordinate and develop materials for communications training workshops, press conferences/briefings and broadcast projects (e.g., video news releases, satellite and radio media tours).
- Participates in team that drafts annual state tobacco settlement report.
- Oversees Communications Department interns, including hiring of interns and assignment of projects to interns.
- Oversees tracking of tobacco industry advertising in magazines.
- Coordinates daily compilation and dissemination of news clips by interns.
- Processes invoices and check requests for Communications Department and arranges travel and meetings for department staff.
- Oversees and maintains photo, audio and video libraries.
- Responds to requests for videos, materials and other information available from the Communications Department.
- Other duties as assigned.

Qualifications

- Bachelor's degree in communications or related field and one to three years communications/PR experience.
- Excellent writing and editing skills and project management ability.
- Excellent communications, interpersonal, and organizational skills.
- Ability to manage multiple projects, prioritize and meet deadlines in fast-paced environment.
- Team player attitude.

How to Apply

Position available immediately. Interested candidates should send a resume/CV, cover letter and writing sample by e-mail to jobs@tobaccofreekids.org or by mail to:

Communications Associate Search

Campaign for Tobacco-Free Kids

1400 I Street NW, Suite 1200

Washington, DC 20005

Fax: 202-296-5427

No Calls Please.

EOE.

The Campaign for Tobacco-Free Kids is a leader in the fight to reduce tobacco use in the United States and around the world. By changing public attitudes and public policies on tobacco, the Campaign works to prevent kids from smoking, help smokers quit and protect everyone from secondhand smoke. A non-profit organization established in 1996, the Campaign works with more than 130 organizational partners, including public health, medical, education, civic, corporate, youth and religious organizations. The Campaign does not accept any government or tobacco industry funding.