**EMPLOYMENT OPPORTUNITY:**

**COMMUNICATIONS MANAGER**

**Type:** Contract (Renewable for 3 years)
**Salary:** $4,842-$9,591 monthly
**Title Code:** 7243 (Senior Administrative Analyst)
**How to Apply:** hr.mycareer.ucla.edu/applicants/Central?quickFind=77057
**UCLA Requisition Number:** 30948

**Summary Statement:** The UCLA Latino Policy & Politics Initiative (LPPI) seeks a dynamic communications professional to serve as our Communications Manager (CM). LPPI champions nonpartisan, evidence-based domestic policy solutions that improve the economic, political, and social landscape for Latinos and other communities of color in states and localities across the U.S. LPPI leverages UCLA’s cross-disciplinary strengths to create an enterprise-wide home for Latino social policy with expertise in over a dozen issue areas including civil rights, criminal justice, educational equity, health access, housing, and voting and civic participation. LPPI fosters innovative research, leverages policy-relevant expertise, drives civic engagement, and nurtures a leadership pipeline to propel viable policy reforms that expand opportunity for all Americans.

The CM will oversee communications strategy and execution for LPPI, both pro-active and reactive. Substantive responsibilities include messaging, press relations, and identifying and managing public speaking and media opportunities for LPPI staff, faculty, and other researchers. The CM will help to strengthen LPPI’s brand and stakeholder rapport and connect our research and programmatic functions with our stakeholders, both on and off campus. Reporting to the Executive Director, the CM will be a key player in LPPI’s communication activities and targeted dissemination efforts. S/he will have responsibility for creating guidelines, editing and releasing digital content - policy briefs, e-newsletters, web stories and social media accounts. S/he will also serve as the first contact for press related inquires and is responsible for directing requests to appropriate researchers. S/he will also be responsible for coordinating press responses, including talking points, briefings, and other duties, for LPPI executive staff members in their interactions with the media and external stakeholders. This position will ensure that newsworthy activities from LPPI affiliated staff, faculty, and students connect to communications guidelines and strategic goals. The CM will ensure targeted outreach strategies are used and developed to increase external engagement with LPPI.

We expect the CM to remain abreast of industry best practices as they evolve to incorporate them into his/her work. The CM will manage the production of digital and print publications that connect academic content with decision-makers, namely elected and appointed officials, funders, the media, and other policy decision-makers. The CM will coordinate the publication process with the LPPI's faculty and staff researchers, and the CM’s role will be to shepherd publications through the editing process, coordinate graphic production, and oversee digital and print production. With a team of qualified undergraduate and graduate student assistants to write stories and to draft policy briefs, the CM will edit and revise these pieces to meet communication guidelines to promote LPPI’s research and programmatic functions. The CM is responsible for disseminating these stories and briefs to cross-sector stakeholders on and off campus. The CM is also responsible for tracking, recording, and publishing LPPI media coverage, including press clips, on the LPPI website, social media channels, and in conversations with external partners.

Lastly, the CM will be a member of the LPPI events team, responsible for creating visual, marketing, and communications elements to promote events and provide attendees with a high-quality experience. S/he will also lead the production of online-only events, such as webinars or web chats, which will showcase research and other LPPI activities. The CM will integrate data from MailChimp, Twitter, Facebook, Wordpress, Eventbrite, and other programs/applications to assess the performance of communications activities.

CM metrics for success will include the consistent, widespread, and successful amplification of LPPI’s mission and initiatives, the successful identification of communications opportunities in addition to successful management of reactive communications; and the consistent coordination of core messaging across LPPI staff, faculty, consultants, and external partners.