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=77956

**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 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 develop and oversee communications strategy and execution for LPPI, both internal and external. Substantive responsibilities include messaging, storytelling, press relations, identifying and managing media opportunities, and external engagement. The CM will help to strengthen LPPI’s brand and stakeholder rapport and connect our research and programmatic functions to different audiences. Reporting to the Executive Director, the CM will be a key player in LPPI’s communication activities and targeted dissemination efforts, including digital, print, social, and external-facing events. The CM will directly supervise digital staff and communications policy fellows. S/he will have responsibility for creating communications guidelines; editing and releasing digital content - policy briefs, e-newsletters, web stories and social media content, coordinating press responses; preparing materials for media and other external stakeholder interactions; and maintaining an organizational communications infrastructure. This position will ensure that newsworthy activities from LPPI affiliated staff, faculty, and students connect to communications guidelines and strategic goals.

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. 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.

**Key Qualifications Include:**
- A high degree of political sophistication, comprehensive understanding of the political process, and knowledge of the subtle and intricate relationships among formal and informal leadership of internal and external constituents.
- Demonstrated exceptional abilities at writing, reporting and both developmental and copy editing. This includes the ability to write concise, logical, grammatically correct documents and materials.
- Ability to plan and manage the production of several publications and various communications projects from first draft to camera-ready copy, including design, printing, inventory, and distribution (print and digital).
- Demonstrated ability to conceptualize communications in a strategic way to promote organizational goals
- Ability to both take direction and work independently with minimal direction, making independent decisions, establishing priorities, and following through on assignments.
- Demonstrated skill in recruiting and supervising staff, including assessing skills and abilities, organizing workflow, and assigning appropriate work.

Full job description available at: hr.mycareer.ucla.edu/applicants/Central?quickFind=77956