



JOB TITLE: Communications Associate (Full-time, Non-Exempt)

SUPERVISOR: Director of Internal & External Communications

POSITION DESCRIPTION: Keiro's Communications Department is responsible for communicating both internally and externally Keiro's mission and values to Our Community. A Communications Associate works alongside the Communications Department to assist ongoing communication work that support Keiro's mission.

DIRECT REPORTS: None

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Core:
 - a. Supports Keiro's mission and strategic priorities.
 - b. Meets minimum standards of compliance, including adherence to the Code of Conduct and participation in mandatory training programs.
 - c. Participates in and supports performance improvement activities to advance departmental efficiency and support community engagement.
 - d. Provides customer service in an ethical, timely, accurate, efficient, and respectful manner.
 - e. Maintains a safe work environment.
2. Administrative:
 - a. Assists in providing administrative support for day-to-day operations.
3. Communications and Marketing:
 - a. Assists in posting Keiro's social media platforms to meet department goals.
 - b. Assists with creating various icons/collaterals/designs for various projects
 - c. Assists with publishing of various communication programs and projects, including program and development collateral, design services, e-newsletters, social media, digital media, website content and articles, hard copy newsletters, and any other organizational communications and marketing materials.
 - d. Assists with producing and executing all marketing material and strategy for all Keiro events.
 - e. Assists with special projects, as assigned.
4. Media Relations:
 - a. Coordinates with media contacts and vendors (graphic designers, photographers, videographers, print and mail-house service providers) to maximize their effectiveness and value to Keiro.
 - b. Communicates and conveys Keiro's mission by assisting and maintaining relationships with the media, including print, broadcast, and digital/online.
5. Documentation:
 - a. Maintains records including notes, photography, video, impact metrics and media, for all of Keiro's communication function.
6. Equipment & Supplies:
 - a. Informs supervisor of any equipment and supply needs.
7. Other:
 - a. Ability to travel and work flexible hours.
 - b. Must be self-motivated, able to work independently, and can multi-task
 - c. Performs additional duties, as assigned.



QUALIFICATIONS:

1. Education:
 - a. Must be pursuing or holds a bachelor's degree in business, communications, public relations or related field.
2. Experience:
 - a. 1 year of professional experience in communications, marketing and/or public relations programs preferred.
3. Job Knowledge:
 - a. Understanding of the Japanese American and Japanese community and community-based organizations.
 - b. Understanding of needs and resources for older adults/caregivers.
 - c. Ability to understand processes and procedures used to create communications programs/materials in a bilingual/bicultural environment
4. Skills:
 - a. Works cooperatively with other departments and supports a total team approach to problem identification and solution creation.
 - b. Skilled in effective oral and written communication abilities.
 - c. Ability to perform simple to complex mathematical calculations.
 - d. Skilled in PC tasks including work processing, accounting, database management, spreadsheets, and other software applications required for the position.
 - e. Basic knowledge and experience using Adobe InDesign, Adobe Photoshop, and WordPress.
 - f. Japanese bilingual a plus.
 - g. Experience and knowledge in photography, Adobe Suite (Illustrator, Premiere Pro) and Constant Contact a plus

PHYSICAL & SENSORY REQUIREMENTS:

1. Must be able to move intermittently throughout the day.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
4. Must function independently, and have the flexibility, personal integrity and ability to work effectively with participants, community members, personnel and support agencies.
5. Must meet the general health requirements set forth by the policies of this organization, which include a health examination.
6. Must be able to push, pull, move and/or lift a minimum of 25 pounds.
7. May be necessary to assist in the evacuation of participants during emergency situations.

WORK AREA & ENVIORNMENT:

1. In-person office assignments and remote work environment; community engagement/events (hybrid)

TO APPLY

Submit resume and cover letter to
Hiromi Aoyama, Director of Internal & External Communications
haoyama@keiro.org