

Communications Associate Position Description:

Location: Charleston, SC, Washington, D.C., or remote | Salaried | Experience: 0-3 years

Position Summary

The Alliance for Innovation and Infrastructure (Aii) seeks a proactive Communications Associate to support development, day-to-day management, and execution of Aii's education, outreach, and communications priorities.

Reporting to the Communications Director and Executive Director, responsibilities include implementing policy-specific communications goals, including brand awareness, promotion of educational and outreach materials, coordinating with stakeholders and media, and ensuring consistency and accuracy of external public relations. The position will also require the ability to draft press releases, statements, OpEds, newsletters, policy briefs across a widely varied spectrum of non-partisan public policy and impact issues. Position also includes management of social media, WordPress web development, and graphic design. This is an interdisciplinary role, requiring or expecting the candidate to know or learn press relations, graphics, website management, & more.

The successful candidate must have initiative and the ability to work well with others while also retaining the ability to work independently under minimal direction, possess exemplary writing skills, and attentiveness to detail while being able to communicate effectively with a diverse group of public and private sector stakeholders at the national, state, and local level. Additional skills include the ability to work accurately under deadline and collaborate with others in a team environment, including the ability to manage interns. We seek a candidate to join the team, committed to developing Aii into the future. The ideal candidate will be invested in by our team and stay long-term.

Minimum Qualifications

- Four-year college degree in Communications, Public Relations, Marketing, Interactive Media, or similar, or public policy related field with communications experience
- Strong writing and editing skills
- Experience managing a WordPress website
- Proficiency in Adobe Suite, graphics, animation, and/or video production
- Experience managing corporate, organizational, or public social media channels
- Work or intern experience in journalism, media, public relations, communication, marketing.
- Ability to work at fast pace, learn on the job, and become literate in public policy topics

Preferred Qualifications

Preferred candidates will have experience in political campaigns, media, or government affairs. The preferred candidate will also have an additional skill such as:

- Communications/Marketing + Coding/Web Development
- Communications/Marketing + Economics/Public Policy
- Communications/Marketing + Graphic Design/Video Production
- Communications/Marketing + Technical Writing/Editing
- Communications/Marketing + Grant Writing/Fundraising/Donor Care

Additional Information

This position is not currently open, but interested prospective applicants can inquire and pitch themselves. Starting salary range \$40,000 - \$50,000. Raises available commensurate with work product, value added, and time. This is an entry level position. It is a full-time contract position, and we do not consider candidates who manage multiple clients or who split time during 9am - 5pm work hours. Candidate will be expected to work remotely and will be compensated for tax and benefits through contractor-style pay (tax 1099, not W-2 employee classification, no tax withholding or direct benefits). All candidates must be U.S. citizens and able to pass a criminal background check. References and prior employers will be contacted if selected for the position. Occasional travel is required.

To Apply

Candidates are invited to submit inquiring applications. For consideration, please submit a PDF of your resume, a writing sample, and a cover letter highlighting your experiences and why you should be considered for this role to info@aii.org.

About Aii

The Alliance for Innovation and Infrastructure (Aii) is an independent, national research and educational organization dedicated to identifying our nation's infrastructure needs, creating awareness of those needs, and finding solutions to critical public policy challenges. Aii strives to promote proven, innovative technology and higher safety standards in a non-partisan manner to achieve excellence nationwide.

The Alliance is a think tank consisting of two non-profits: the National Infrastructure Safety Foundation (NISF), a 501(c)(4) social welfare organization, and the Public Institute for Facility Safety (PIFS), a 501(c)(3) educational organization. Both non-profits are legally governed by volunteer boards of directors. These work in conjunction with the Alliance's own volunteer Advisory Council.

For more information, please visit <http://www.aii.org>