



Mount Tamalpais College
Communications Associate, Job Description
Full time (1 FTE), salary and benefits
San Rafael, CA

The mission of Mount Tamalpais College is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin State Prison; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression. Mount Tamalpais College is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work the organization was awarded the 2015 National Humanities Medal by President Obama.

Mount Tamalpais College is currently in a period of tremendous growth. After twenty years of operating a robust higher education extension site degree program at San Quentin, the organization is seeking independent accreditation. This new college will be one of the first of its kind, a world-class college serving solely incarcerated students.

Job Description

The Communications Associate (CA) will work to advance Mount Tamalpais College's communications strategy by supporting and coordinating an array of communications activities that elevate our profile on a local and national level. The CA will ensure high-quality and error-free print and digital communications which are consistent with our aesthetic and ethical standards; generate and write messaging, news and other copy; manage the website; and coordinate the administrative and logistical aspects of the communications plan.

Essential Functions

- Support the organization's annual communications plan by generating key thematic messages and planning public-facing communications campaigns over the course of the year
- Support the President and Development and Communications Director with respect to press inquiries, publicity, and media coverage
- Track performance and monitor the success of communications channels, aiming to expand our audience and increase awareness of our work
- Partner with fundraising staff to execute campaigns for the annual fund
- Write, schedule, and track engagement of social media posts
- Coordinate the production of all print, digital, and other collateral materials including annual reports, brochures, newsletters, etc.
- Generate content, write, edit, update, and manage online communications including news bulletins, social media posts, and copy for various external sites like GuideStar, GooglePages, and Charity Navigator
- Manage an editorial calendar that ensures adequate pacing, coordination, and balance of messaging
- Project manage design, coordination, and distribution of print publications
- Maintain print and digital publishing protocols and editorial style guide
- Create fact sheets, organizational talking point summaries, presentation materials, and other external-facing documents
- Partner with designers, contractors, and mailhouses to ensure timely production of high-quality communications materials

Community Engagement and Public Events

- Coordinate site visits, film screenings, symposia, and other events, inside the prison and out, including managing paperwork
- Represent MTC externally by phone, in-person meetings, and at events with multiple stakeholders
- Support alumni relations program area by maintaining alumni connections, and cultivating opportunities for alumni participation in internal and external activities

Required Qualifications

- Associate's degree
- Three to five years of experience in writing, formulating copy, and editing
- Exceptional attention to detail and overall quality of work with the ability to produce 100% error-free copy consistently

- Exceptional oral, written, and editing skills, including ability to draft materials on a wide range of topics in a timely manner
- Strong interpersonal skills, including attunement and sensitivity to the experiences of incarcerated people
- Ability to think and communicate effectively and in a nuanced manner about impact and meaning of higher education in prison
- Ability to manage complex, time-sensitive tasks and projects, from inception through completion
- Solution-oriented approach, with willingness to consistently and independently take initiative, while juggling multiple responsibilities

Compensation and Benefits

Salary range is \$72,000-\$85,000 annually, DOE. Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

How to apply

Please submit your cover letter and resume to development@mttamcollege.org with “Communications Associate” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Statement of non-discrimination

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.