

Internal Communications Specialist

Project for Pride in Living – 2020-2021 St. Joseph Worker

Title: Internal Communications Specialist
Organization: Project for Pride in Living (PPL)
Department: Development & External Affairs
Reports To: Communications Manager
Hours: Flexible within regular business hours, Monday – Friday.
The service member may be asked to participate in occasional evening events.

About PPL

Project for Pride in Living (PPL) is a results-driven housing and job readiness organization. At PPL, we focus on two core drives of poverty – unemployment and homelessness – and insist that every one of our programs deliver superior results.

Last year alone, nearly 13,000 people moved into affordable housing, earned higher incomes, improved their academic skills, and gained economic independence with the help of PPL. Learn more at www.ppl-inc.org.

Position Summary

Use your creativity for positive change at PPL, a leading affordable housing and career training nonprofit in the Twin Cities. Get hands-on experience creating compelling content, stories, and graphics that inspire people to take action. As Internal Communications Specialist, you'll play an important role on the team as lead communicator with PPL programs. This position will build key relationships with direct-service staff to support housing and jobs programs through communications.

Join a fun, collaborative Communications team and help tell the important story of ending homelessness and unemployment.

Responsibilities

- Serve as lead communicator and liaison between the Communications Team and PPL programs; support strong housing and career programming through meaningful communications support and trusted internal relationships.
- Launch internal initiatives to educate and engage PPL staff around brand awareness and communications resources.
- Working with the Communications Manager and Communications Coordinator, contribute to PPL's digital communications by creating a variety of content to use across platforms. This role will focus on three key audiences: PPL participants, PPL staff, and PPL supporters.
- Create compelling, on-brand visuals to accompany content using a variety of software, including Adobe Creative Suite, Canva, and Biteable.
- Capture PPL events, participant portraits, buildings, and other happenings through photography.
- Assist in the planning and execution of communication needs for community engagement events (i.e., PPL Achievement Awards, housing development grand openings), including event promotion, signage and collateral, and vendor management.

- Manage the Communications Team's Project Request Tool, our internal ticketing system for communications support; collaborate with Communications Team as needed.
- Elevate and embody equity in all communications work as a core value of PPL and its programs.

Qualifications

- Bachelor's degree or equivalent experience required.
- Experience in the following areas preferred but not required:
 - Social media platforms (Facebook, Twitter, LinkedIn, Instagram, YouTube)
 - Adobe Creative Suite (or other graphic design software)
 - Photography and videography
- Excellent written and verbal communication skills.
- Self-starter and self-directed, ability to work independently on assigned projects and take initiative, as well as collaborate in a team environment.
- Ability to bring new and creative perspective to your work.
- Attention to detail, strong organizational skills, and ability to prioritize and manage multiple projects simultaneously and meet deadlines.
- Passion for social justice and a commitment to support, promote, and authentically communicate PPL's mission.
- Strong interpersonal skills, including the ability to work with people of diverse backgrounds.

Benefits

- Build professional, hands-on communications experience at a respected Twin Cities nonprofit.
- Emphasis on staff development with free ongoing internal trainings, workshops, events, etc.
- Opportunity to join employee-led committees, including Diversity, Equity and Inclusion, Wellness, Public Policy, and Neighborhood Engagement.
- Service Members are eligible for free, weekly yoga at PPL.
- Summer half-day Fridays between Memorial Day and Labor Day.
- Join a community of the many service members working at PPL each year; PPL has a strong service culture with various Service Member events throughout the year.

To Apply

Applications must be submitted through St. Joseph Worker. Apply here: <http://stjosephworkers.org/>

Project for Pride in Living, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disability Act, the organization will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.