

## **PUBLIC RELATIONS ASSISTANT**

### *Position:*

The Public Relations Assistant coordinates the organization's overall communications strategy. Reporting to the president, the Public Relations assistant will work collaboratively with senior leadership to develop and implement communication strategies to broaden the impact of 4T's Nonprofit's programs and oversee organizational messaging and constituent services.

### *Primary Duties and Responsibilities*

- Collaborate with the President and senior leadership to develop communications strategies that will broaden programmatic reach and deepen impact
- Develop and refine 4T's Nonprofit's "core" messages to ensure organizational consistency
- Identify significant media and public policy issues that can be leveraged to support 4T's Nonprofit's work, and create and implement plans to exploit them
- Serve as executive editor for the organization's website
- Oversee organizational response to inquiries about 4T's Nonprofit

### **Qualifications**

- Significant communications experience that includes a blend of advocacy and media relations
- A strong track record of positioning an organization to achieve tangible outcomes in a competitive communications environment
- Ability to coach and support senior leaders as spokespersons