



## **GMCLA Communications Associate**

**Position hours are flexible at 20 hours per week (normal business hours)**

**Office location is West Hollywood, CA**

The GMCLA Communications Associate reports to Executive Director, and works with E.D. and Marketing Consultant to support GMCLA's communications objectives. The Communications Associate is responsible for words and images for digital and other media platforms that will expand enthusiasm, audience, and earned and contributed income for GMCLA. Duties include, but are not limited to, the following:

### Primary duties:

Create and execute GMCLA's weekly E-blasts

Create and execute GMCLA's social media posts (Facebook, Twitter, Instagram)

Create and maintain content for GMCLA's website with assistance from IT Manager

Assist and write content and serve as editor for GMCLA concert program books

### Periodic duties:

Assist E.D. in the creation of presentation decks for GMCLA corporate and event sponsorships

Assist E.D. with writing of subscriber and donor communications

Support E.D. with external marketing communications and press releases

Creates content for Education programs and materials as required

Assists the Grant Writer and E.D. with grants preparation, supplying written content as required

### **Qualifications:**

The successful candidate will have a proven track-record writing for direct and digital marketing, and a minimum of 3 years' combined experience in marketing, advertising, corporate communications, digital marketing, social media, websites, and direct mail.

Working knowledge of layout and graphic design is preferred. Knowledge of Mailchimp, Box.com, Photoshop and/or Adobe Illustrator experience is desired.

**Please send resume, cover letter, writing samples, links to, and any relevant created content**

**To: Tim Bowman, [tim@gmcla.org](mailto:tim@gmcla.org)**

GMCLA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.