

## **TITLE**

Communications Associate

## **JOB DESCRIPTION**

The Barbara Lee Family Foundation / Barbara Lee Political Office / Lee Family Office seek a full-time Communications Associate to support the Communications Director and assist with writing, public relations, and research activities for the organizations. This position reports to the Communications Director.

## **ABOUT YOU**

The ideal candidate has exceptional written and oral communications skills; two to three years of experience in a communications support role for comparable organizations, including writing and publishing press releases, letters to the editor, and public memos and turning strategic messages into tactical talking points; and a demonstrated interest in women's leadership and political participation.

## **ABOUT US**

The Barbara Lee Political Office (BLPO) manages Barbara Lee's political projects, fundraising, and contributions to organizations and candidates. The Barbara Lee Family Foundation (BLFF) supports progressive initiatives in two primary program areas: women in politics and contemporary art. The Lee Family Office (LFO) manages administrative functions for Barbara Lee.

The [Barbara Lee Family Foundation's nonpartisan research](#) on women running for executive office has been used by politicians, press, and practitioners for nearly two decades to understand the obstacles and opportunities for women running for office. Our expertise on women in politics has been featured in national press outlets from the *New York Times* to *Glamour*, *Politico*, and MSNBC.

The [Barbara Lee Political Office](#) is a leading resource for progressive women candidates. BLPO advances women's equality in American politics by recruiting, electing, and supporting progressive, pro-choice, pro-equality women candidates and building a pipeline of Democratic women Governors and U.S. Senators.

Barbara Lee has been named one of Boston's most influential thought leaders by *Boston Magazine*, and her reach is nationwide. Barbara Lee has helped elect 132 women in 30 states, including every sitting Democratic woman Governor and U.S. Senator.

## **RESPONSIBILITIES**

### Public Relations

- Build and maintain press lists using Cision media database and independent research
- Assist Senior Communications Manager with direct press outreach and relationship building
- Assist with screening and facilitating incoming media requests (print, radio, TV) for the Barbara Lee Family Foundation and Barbara Lee Political Office
- Develop background documents to prepare Principal and senior staff for media interviews
- Research appropriate speaking opportunities, conferences, and other public engagements for Principal and Executive Director to promote organization(s)

## Writing

- Assist Senior Communications Manager with written materials including press releases, talking points, and blog posts

## Correspondence Writing

- Check relevant inboxes at least 3x daily and is accessible outside of typical business hours.
- Write and send personal, political, and fundraising correspondence on behalf of the Principal, in collaboration with the Program Team
- Draft e-mails for BLFF, BLPO, and principal's fundraising, including drafting and testing
- Analyze performance of email blasts in collaboration with the Database Associate
- Draft outgoing collateral for the Program Team
- Organize the Principal's personal correspondence files and notes
- Anticipate and proactively manage Principal's outgoing correspondence based on events schedule

## Internal Communication and Collaboration

- Manage the Principal's high-volume email inbox by distributing incoming messages to appropriate staff and facilitating Principal's review of personal and political correspondence
- Determine priority messages and organize bulk email that does not require personal, immediate attention of Principal
- Manage general email inboxes for the Barbara Lee Family Foundation and Barbara Lee Political Office and distribute emails to appropriate staff
- Collaborate with managers on Program and Administrative Teams regarding relevant correspondence
- Attend weekly correspondence meetings with Principal and be available for ad hoc phone or email conversations regarding correspondence matters
- Attend events meetings to facilitate correspondence on behalf of Principal
- Create background documents to prepare Principal and Executive Director for events
- Attend Program Team weekly meeting

## Administration

- Provide administrative support to the Communications Team
- Credit card reconciliation and expense reporting
- Organize and manage electronic and hard-copy files for Communications Team
- Track all incoming press and speaking requests and outbound pitches
- Maintain press clippings in digital and hard copies
- Organize, order, and maintain inventory of promotional materials for events
- Attend relevant staff meetings
- Other duties as assigned

## **REQUIREMENTS**

### Qualifications

- B.A. or B.S. degree in communications, journalism, or related field
- 2-3 years of communications experience with comparable organizations, including non-profit, government, campaign, or agency experience
- Exceptional written and oral communications and media management skills
- Experience writing for multiple voices, including a principal, CEO, or elected official
- Experience using strategic messages to craft clear, concise, effective copy
- Strong command of Microsoft Word, Excel, PowerPoint
- Strong command of Associated Press style preferred
- Proven ability to draft, pitch, and place earned media across all platforms preferred
- Experience using Cision, Canva, and Adobe Suite is a plus

### Skills

- Ability to gracefully manage a high level of stress, multiple projects, and meet deadlines
- Ability to build and maintain relationships with press and peers
- Interest in women's leadership and political participation

## **BENEFITS**

Salary is commensurate with experience. Benefits include health and dental insurance, a 401(k) plan, paid vacation, sick, and personal days, as well as paid holidays.

## **TO APPLY**

Send cover letter, resume, and reference list to:

Kelly Duda  
Director of Operations & Administration  
[kduda@barbaralee.com](mailto:kduda@barbaralee.com)  
Lee Family Office  
131 Mt. Auburn St., Suite 3  
Cambridge, MA 02138