



Communications Associate

Are you looking to join a powerful team of visionary leaders working on the cutting edge of people-centered and people-powered philanthropy? Do you want to help drive the vision of grassroots Latino-led nonprofits working on the frontlines of social change? Are you a loving, thoughtful, and forward-thinking leader? If so, this might be the life-changing opportunity for you!

ABOUT THE LATINO COMMUNITY FOUNDATION:

LATINOS ARE A FORCE. The mission of the Latino Community Foundation (LCF) is to unleash the power of Latinos in California. We are the only statewide foundation solely focused on investing in Latino leaders.

We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing civic and political participation by Latinos in California. Our work is driven by [our core values](#). Among them is trust that community leaders who are closest to the issues are best suited to lead the necessary solutions to drive lasting change. We also committed to leading from a place of strength—highlighting the assets and diverse contributions of Latinos in California.

We are at a pivotal stage of growth. LCF is currently leveraging its unique role as a grantmaker, convener, and advocate to activate a network of changemakers committed to increasing civic engagement and economic mobility for Latino youth and families. Please visit www.latinocf.org for more information.

ABOUT THE POSITION:

The Latino Community Foundation (LCF) is seeking a Communications Associate with a deep understanding of the issues affecting the Latino community and a passionate determination to positively impact Latinos statewide. LCF is a fast-paced work environment with a pursuit for excellence and integrity. If you are highly entrepreneurial, driven by a sense of justice, and committed to shaping a powerful narrative of Latinos, we encourage you to apply.

The candidate will assist with the execution of LCF's strategic communications plan. Specifically, the person will ensure LCF consistently advances our mission and effectively articulates our work through our digital platforms.

The Communications Associate will report directly to the Senior Communication Manager. They will also work closely with our Program and Policy teams to communicate LCF's impact and elevate stories from our community partners and grassroots organizers.

Job Responsibilities

- Generate, edit, and share engaging content daily (i.e., copywriting, photos, videos and news stories) via social media that aligns with the Strategic Communications Plan, brand voice, and LCF values.
- Manage a communications calendar that incorporates all aspects of LCF's key priorities such as draft social media content, e-blasts, blogs, events, announcements, etc.
- Monitor feeds, trends, hashtags, and sister organizations while identifying opportunities to amplify and strategically position LCF and our community partners into relevant and timely public discourse.
- Assist in the development of LCF's external communications including but not limited to blogs, e-newsletters, and staff talking points.
- Work with Senior Communications Manager, CEO, and LCF's Senior Team to manage and support LCF's print communications including the annual report, marketing collateral, and ad hoc event materials.

- Track and record media analytics and media mentions for quarterly updates and annual grant reports.
- Conduct monthly audits of LCF’s website and ensure content is up to date, especially for grantee library, media features, and Nuestra Voz blogs.
- Run monthly social media reports to identify successes, growth, and opportunities for improvement through Sprout Social.
- Update and maintain communications database (Constant Contact) in collaboration with Grants and Philanthropy Associate and Latino Giving Circle Network team.

Qualification and Skills

- Innovative, flexible, and curious with a track record for communicating effectively to diverse audiences.
- Creative and visionary communicator that understands the role social media plays in storytelling and narrative change.
- Ability to work closely with multiple teams and remain proactive and focused on results.
- Strong time management and organization skills.
- Energetic, fun, collaborative; a team player who can positively impact the organization.

Education and Experience Requirements

- Bachelor's degree in Communications, Marketing, or related field.
- 2-3 years of experience in Communications with in-depth understanding of social media algorithms and trends (Twitter, Instagram, Facebook, LinkedIn, and TikTok).
- Excellent written and verbal communication skills.
- Familiarity with Adobe Creative Cloud and WordPress.
- Intermediate video editing skills.

TO APPLY

Interested applicants should send a resume, portfolio, and cover letter to Maria Zayas Carnes at mcarnes@latinocf.org. We thank you for your interest in career opportunities with the Latino Community Foundation (LCF). Due to high volume, only those candidates selected for an interview will be contacted. Candidates selected for advancement may be asked to participate in several rounds of interviews. If you require reasonable accommodation to participate in our application process, please let us know.

LCF is proud to be an Equal Opportunity Employer. Employment with LCF is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, marital or military status. We strongly encourage people of diverse backgrounds to apply. Trans-identified, gender non-confirming, and non-binary candidates are encouraged to apply.