



California Planned Parenthood Education Fund



Planned Parenthood Affiliates of California

JOB DESCRIPTION

Communications Manager

TITLE:	Communications Manager
LOCATION:	Sacramento, CA
CLASSIFICATION:	Full-time, Exempt
REPORTS TO:	Vice President of Communications & Campaigns

GENERAL DESCRIPTION

The Communications Manager manages statewide communications on behalf of California Planned Parenthood Education Fund (CPPEF) and Planned Parenthood Affiliates of California (PPAC) and is a member of the Communications, Campaign, and Advocacy Team. This position is primarily responsible for developing and managing internal and external messaging, media, communications, and digital strategies, including, but not limited to, overseeing message development, coordinating event programming, and press outreach. They collaborate and provide communications support across teams to further the policy and political objectives of PPAC through consistent, timely and moving messages and communications tactics.

- Manages communications, media relations, and digital strategies and programs
- Develops messaging and communications plans to support the organizations' policy, political and issue advocacy objectives
- Develop and manage robust and consistent media relations strategy
- Coordinate with and assist Affiliates as needed for local/regional media relations
- Develop and maintain relationships with Capitol Press Corps and other media
- Build and manage relationships with communications staff in partner organizations and affinity groups and participate in coalition partner meetings as needed
- Create and lead state and local trainings
- Develop digital messaging and assist with digital organizing
- Develop briefing memos and any relevant materials and staff spokespeople
- Staff PPFA and affiliate workgroups as necessary
- Other duties as assigned

QUALIFICATIONS, SKILLS, AND ABILITIES

- Belief and commitment to CPPEF / PPAC's mission and values
- 3+ years experience as a communications manager or director
- Familiarity with digital and social media strategies, platforms and tools
- Understanding of legislative process and/or electoral process desired
- Excellent written and verbal communication and interpersonal skills
- Ability to meet deadlines, work under pressure, and be an independent decision-maker when needed
- Ability to work outside normal business hours, including weekends as events dictate
- Ability to travel as needed (mostly within the state)
- Knowledge of diverse groups, working within a multicultural workforce, and sensitivity and appreciation to cultural differences is required
- Proficiency in Microsoft Office Programs (Word, Excel, and PowerPoint)
- Proof of COVID-19 vaccination or requisite exemption

ORGANIZATIONS BACKGROUND AND VALUES

This position works for two organizations: Planned Parenthood Affiliates of California (PPAC) and California Planned Parenthood Education Fund (CPPEF). Together these organizations support and handle the statewide public policy advocacy and electoral work for California's seven separately incorporated Planned Parenthood Affiliates. These Affiliates operate over 100 health centers in California and provide more than 1.3 million patient visits annually.

PPAC (a 501(c)(4) organization) follows state and federal legislation in a number of public policy arenas. It leads the policy, legislative, and electoral work for the California Affiliates and coordinates advocacy campaigns. CPPEF (a 501(c)(3) organization) promotes education, counseling, and clinical services in the fields of sexual and reproductive health and family planning, as well as other health care services provided by the Affiliates including primary care and behavioral health.

PPAC/CPPEF has been at the forefront of successful efforts to protect the reproductive freedom for all Californians. By honoring certain core values, (professional responsibility, leadership, communication, and teamwork) in our everyday work, we will be better able to promote sound public policies related to sexual and reproductive health care, including abortion access, family planning services, sexual health education and information, and clinic services. By working together effectively we serve the seven California Planned Parenthood Affiliates and their patients and ensure that all people have access to quality health care, no matter their income level, their race, gender, immigration status, or zip code.

PPAC/CPPEF is an equal opportunity employer committed to maintaining an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team.

PPAC/CPPEF is committed to elevating the voices of women, people of color, immigrants and refugees, low-income people, LGBTQ+ people, people who have received care at Planned Parenthood, and people with disabilities. Members of these communities are encouraged to apply.

To learn more about PPAC and CPPEF, please visit our website at www.ppactionca.org and www.plannedparenthood.org/california-planned-parenthood-education-fund.

COMPENSATION & BENEFITS

Salary range \$80,000-\$110,000 DOE. Title and salary is negotiable DOE.

PPAC/CPPEF offer a competitive benefit package that include:

- Medical, dental and vision insurance*
- 401(k) with company match after first year of employment
- Flexible Spending Account*
- Employer sponsored Life and AD&D, Disability Coverage*
- Transportation and Parking benefits
- Generous vacation and holidays including floating holidays to accommodate religious, cultural, and other holidays observed by employees
- Professional development & career advancement opportunities
- Culture and team building activities

*Eligible on the first of the month following date of hire.

HOW TO APPLY

Email cover letter, resume to CAresumes@ppacca.org. Please indicate “Communications Manager, [last name]” as the subject of emailed application. We ask that applicants note where they first saw this job posting in the emailed application. Cover letter and resume should be sent as a single PDF attachment.

For more information, please visit <http://www.ppactionca.org/about/job-opportunities.html>.

Closing Date: January 20, 2023