

Friday Futures – Nonprofit Marketing Jobs

September 30, 2011

1. **Communications Manager**
2. **Freelance Production Assistant**

1. Communications Manager
ProgressiveCongress.Org
Location: Washington, D.C.

Progressive Congress was built at the intersection between the Congressional Progressive Caucus (CPC) and the progressive movement to connect the progressive movement, ideas, and Congress. Founded by the leadership and staff of the CPC and key leaders in the progressive movement, the board includes a broad cross-section of the progressive community in the United States and the leadership of the CPC.

Like the CPC, Progressive Congress focuses its efforts around four key policy areas:

- Peace and global security;
- Energy independence and environmental sustainability;
- Civil rights, civil liberties, and human rights;
- Public health, education and economic opportunity.

Job Summary

The Communications Manager will serve as the primary point of contact for public and media relations efforts. He/she will actively monitor the media landscape and participate in crafting and disseminating the broad communications strategies which will advance ProgressiveCongress.Org and its objectives.

The Communications Manager will proactively identify outlets/reporters to pitch news stories and aggressively seek media coverage for PC.Org news. By maintaining relationships with the media, drafting press releases, pitch letters, and other written materials, and coordinating long-lead media pitches with other departments, the Communications Manager plays a key role in influencing audiences about ProgressiveCongress.Org.

Requirements

- 3-5 years of communications experience;
- Existing contacts with mainstream and new-media;
- Skilled at pitching to the media, with a proven track record of placing stories;
- Experience with media monitoring software/services, press release distribution services and preparing pitch lists;
- Excellent communication skills, including the ability to synthesize complex information from a variety of sources and present to a lay audience in a compelling way;
- Ability to think strategically about promoting the mission and issues;
- Excellent organizational and problem solving skills, with the ability to manage multiple and shifting priorities and projects;
- Excellent attention to detail and follow through;
- Flexibility and an ability to adjust day to day beneficial;
- Previous non-profit or other organizational experience preferred.

How to Apply

Please send a resume, writing sample and references to bo@progressivecongress.org.

2. Freelance Production Assistant

Sesame Workshop

Location: New York, NY

Company Description

Sesame Workshop, a not-for-profit educational organization, creates innovative and engaging content to help all children reach their highest potential. For more than 40 years, the Workshop has been a global pioneer in educating and entertaining children through multiple media. The organization grounds its work in research to understand how media helps children learn, develop and grow. Sesame Workshop is best known as the creator of *Sesame Street*, *The Electric Company* and *Pinky Dinky Doo*.

Description of Position

Sesame Workshop's Corporate Communications Group is currently seeking a Digital Production Assistant. This individual will primarily support the team on SesameWorkshop.org production and programming.

Position responsibilities include:

- Support the continued development and maintenance of: SesameWorkshop.org
- Gather, review, and create content and assets
- Maintain and meet tight deadlines for daily deliverables
- Support Producers on all project production

Experience required

The ideal candidate should have 1+ years of digital media content production, publishing and development experience (with exposure to interactive media and/or non-profits). Superb writing skills are critical. Strong initiative and communication skills (verbal and written) are required, as is familiarity with HTML, CSS, content management tools, broadband best practices, and industry developments. An interest in children's media and experience with games and videos are a plus.

How to Apply

Please send resume to Stephanie Wilchort at stephanie.wilchfort@sesame.org.