



Communications Manager

- Working remotely, but preferably from Nevada
- Full time
- Entry level salary range: \$31,200 - \$35,568
- Senior level salary range: \$36,000 - \$40,000
- Salary can be negotiated based on relevant experience
- Eligible for medical benefits after introductory period. Paid time off accrues immediately

PLAN/PLAN Action seeks a Communications Manager who can work with our digital manager to implement, and maintain PLAN's statewide communications strategy (digital, print, overall messaging) for an exciting electoral year and beyond.

The Progressive Leadership Alliance of Nevada (PLAN) was founded in 1994 to bring together diverse and potentially competing organizations into one cohesive force for social, economic, and environmental justice in Nevada. Since 1994, our organization has grown from 12 original founding member groups to a current membership of more than 30 groups. PLAN is recognized by the IRS as a not for profit 501c3 charitable organization.

PLAN Action Fund was founded in 2012 as the political, 501c4, arm of PLAN. PLAN Action seeks to transform progressive ideas into policy through rapid response communications, legislative action, grassroots organizing, policy advocacy, electoral organizing, and partnerships with other progressive leaders and organizations in Nevada.

Responsibilities Include:

- Manage and protect PLAN and PLAN's Action brand.
- Work with the Executive Director, Digital Organizer, and Board Chairs implement a values-based, multi-pronged, long-term communications strategy and plan.
- Field and assist in responding to all media inquiries and oversee comprehensive media tracking program.
- Develop and manage relationships with national, state and local reporters and press outlets.
- Represent PLAN and PLAN Action on national and local communications

- cohorts and coalitions
- Pitch stories to state and national media and generate earned media coverage of PLAN's message through proactive planning and rapid response.
- Draft and edit op-eds, press releases, media advisories and statements from the Executive Director, Board Presidents, and PLAN leaders
- Communications support for PLAN's member groups when needed.
- Create periodic training sessions for staff, member groups, and leaders
- Manage robust intern and volunteer program and encourage personal and communications skills development within the program.
- Assemble daily press clips for internal distribution.
- Assist the Development Director in managing fundraising communications.

Applicable Qualifications:

- At least 2 years of relevant experience.
- Exceptional interpersonal, written & verbal communication skills.
- Knowledge of Wordpress, NGP, email marketing and social media platforms (PLAN/PLAN Action uses Salsa Labs). Basic HTML a plus.
- Exceptional project and time management skills. Can efficiently strategize, plan, organize, measure progress and adjust resources as needed during execution of multiple projects.
- Ability to work quickly and cooperatively under pressure.
- Thinks creatively and acts assuredly.
- Ability to work collaboratively with staff in multiple offices with varying needs and timelines

Skills Desired:

Bilingual (English/Spanish)

The ideal candidate will be able to take care of said duties in the highest professional standards, be reliable and have the ability to adapt to last minute changes in assignment or agenda. Flexibility in a fast-paced environment is the key to success in this position.

Additionally, the ideal candidate can work in harmony with people of different identities, citizenship, tribal affiliation, ethnicities, and religion.

Communications Manager reports to the Executive Director

To Apply:

Send your resume to lmartin@planaction.org. Include in your email what prompted your interest in this position, your availability to start, and at least three professional references. Resumes will be accepted until the desired candidate is found.