

# evelyn & walter HAAS JR. fund

## Communications Associate

The Evelyn and Walter Haas, Jr. Fund works to advance equality and justice so every person can thrive and live life with dignity and hope. Rooted in the Bay Area, the Haas, Jr. Fund is guided by an enduring set of core values. These values reflect the founders' vision and shape everything the Haas, Jr. Fund does.

- **Inclusion:** We celebrate the rich differences in human identity and embrace the perspectives of all people.
- **Respect:** We are guided by the wisdom and voices of people and communities working for change.
- **Collaboration:** We believe in the transformative power of working together to advance a shared vision.
- **Courage:** We take a stand to make a deep and lasting difference on urgent social issues.

### About the Evelyn & Walter Haas, Jr. Fund

The Haas, Jr. Fund focuses on a set of issues confronting California and our Bay Area community. Among our priorities: building a fairer, more representative democracy in California; advancing more humane approaches to immigration and expanding opportunities for immigrant youth and families; and making higher education more affordable for lower-income California students. For more information, visit us online at [www.haasjr.org](http://www.haasjr.org). The Haas, Jr. Fund has a full-time staff of 16 and assets of approximately \$465 million. Located in downtown San Francisco, it has awarded over \$700 million in grants since its founding in 1953.

The Haas, Jr. Fund aspires to build an organizational culture that is inclusive and that allows all of us to live and breathe our values and lean into Haas, Jr.'s core strengths. We believe deeply in our staff members, we take care of each other, and we work to develop our colleagues' skills and help them grow. We collaborate to lift up good ideas and diverse perspectives while embracing innovative solutions. We work with passion and gratitude for the opportunity to make a positive impact and change people's lives.

### Bring Your Voice. Share Powerful Stories. Help Drive Change

The Haas, Jr. Fund is seeking a Communications Associate to join our dynamic team. In this role, you'll help shape and share powerful narratives that uplift our mission and spotlight the work of grassroots advocates and changemakers across the state and country.

Reporting to and partnering with the Communications Director, you'll work alongside a collaborative team, learning deeply about social justice issues while helping us amplify bold ideas, elevate community voices, and grow our digital presence. This is an ideal role for someone who's digitally fluent, detail-oriented, and energized by the power of storytelling to create social change.

## **What You'll do**

### **Content Creation and Strategy**

- Develop and manage a content calendar across key platforms (social media, email, website).
- Write, edit, and schedule posts for Instagram and LinkedIn that engage and grow our audiences.
- Design and send email campaigns and quarterly newsletters—managing the production process from design to delivery.
- Track and analyze performance metrics for social media, email, and the website; provide regular updates and recommendations.

### **Website and Digital Management**

- Keep website content fresh and relevant by updating blog posts, news, and core messaging.
- Support efforts to improve website accessibility, usability, and discoverability.
- Work with other team members to update and manage a streamlined system for maintaining accurate, up-to-date contact records within the grants management platform.
- Leverage the grants management system to generate segmented contact lists for targeted email campaigns, newsletters, and organizational outreach.

### **Visual Design and Collateral**

- Create branded visuals, PowerPoint presentations, word templates, sponsorship ads, and more.
- Design with consistency and clarity, ensuring alignment with our brand and values.

### **Team and Admin Support**

- Assist with team planning, internal communications, and staff retreats.
- Support the formatting and design of Board docket materials and creation of staff bios.
- Respond to communications-related requests from staff and help coordinate cross-team communications needs.
- Support staff with research, design, special events and other tasks as needed.

## **Who You Are**

### **Mission Driven and Equity-Focused**

You believe deeply in the power of communications to advance equality and justice.

- You are committed to values of inclusion and have an awareness of how race, gender, and identity shape the world we live in.

### **Creative Storyteller**

- You translate complex issues into compelling, accessible messages and visual stories for different audiences.
- You bring curiosity, compassion, and a strong sense of narrative to your work.

### **Digital and Design Savvy**

You're fluent in:

- Microsoft Office (Word, Excel, PowerPoint)
- Social media tools (Instagram, LinkedIn, BlueSky)
- Email marketing platforms (Campaign Monitor a plus)
- Canva and/or Adobe Creative Suite (Photoshop, Illustrator, InDesign)

### **Highly Organized and Adaptable**

- You manage multiple projects with excellent attention to detail and a commitment to high quality.
- You take initiative, solve problems creatively, and follow through on deadlines.
- You're a collaborative team player who brings empathy, flexibility, and a sense of humor to your work.

## **Experience and Qualifications**

- Bachelor's degree or equivalent lived/professional experience
- 1+ years of professional experience (internships count) in communications, journalism, nonprofit, advocacy, or campaign work Knowledge of digital communications best practices and current trends

## **Salary and Benefits**

The Haas, Jr. Fund offers competitive salaries and a comprehensive benefits package. The annualized salary range for this full-time, non-exempt position is \$58,500 to \$70,200 (\$30 to \$36 per hour), based on a required 37.5-hour work week. The final offer will be based on the candidate's experience, credentials, and industry-related knowledge.

Benefits include generous medical, dental, and vision plans; paid time off and holidays; a strong employer-funded 401(a) retirement plan (no employee contribution required); a mass transit subsidy; a monthly communications stipend; and volunteering and matching grant support.

The Haas, Jr. Fund operates under a hybrid work policy that requires employees to be in the downtown San Francisco office two days each week, along with participation in organization-wide events. From time to time, additional in-person presence may be requested based on team or project needs. Candidates must reside in the San Francisco Bay Area. There is no relocation assistance.

In compliance with the Fund's mandatory vaccination policy, the Fund requires proof of full vaccination against Covid-19 as a condition of employment. Accommodation based on medical and religious exemptions will be considered.

To apply, please email a cover letter and resume to [hr@haasjr.org](mailto:hr@haasjr.org). Use the subject line: Communications Associate. Please submit PDF files only—ideally as one combined document. Applications will be reviewed on a rolling basis until the position is filled.

Note: We're only able to consider applications that include a cover letter. No search firms, please.