

The Opportunity

The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that assists over 4,000 qualified families in moving from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

The Baltimore Regional Housing Partnership seeks a Communications Associate to develop and execute a comprehensive communications strategy that advances organization goals and mission. The Communications Associate collaborates with senior leadership to assess, create and evaluate a range of internal and external communication programs, projects and services that enhance organization effectiveness, client satisfaction and Baltimore Regional Housing Partnership's reputation as a leader in housing mobility programs. This is an exciting opportunity for a candidate to join one of the most innovative Housing Choice Voucher and housing mobility programs in the country.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work for the Communications Associate position. This is not a complete listing of all responsibilities, duties, or skills required.

- Work directly with senior leadership to develop short and long term internal and external organization communication plans that include goals, strategies and evaluations.
- Lead all components of successful communication campaigns including production of deliverables, project management and vendor identification, selection and management as needed.
- Research, write and manage peer content development for internal and external use, including press releases, social media, memos, statements, newsletters, reports and presentations, consistent with Plain Language techniques.
- Oversee and maintain the Baltimore Regional Housing Partnership website, as well as social media accounts.
- Maintain relationships and database of local and selected national media outlets, government and nonprofit partners.
- Develop and execute earned media pitches for print, television, radio, online and nontraditional outlets.
- Track communication activities, maintain ongoing activity report and prepare updates for the department, boards and others, as needed.
- Advise and assist with meetings, conferences and special events.
- Represent the organization at events and enhance coordination and collaboration with other organizations.

General Requirements

- Excellent oral and written communication skills.
- Technical skill – WordPress, Adobe Creative Suite, Canva and basic graphic design and desktop publishing.
- Familiarity with social media platforms including Facebook, Twitter, Instagram, Medium, LinkedIn, and HootSuite.
- Ability to think innovatively and creatively, and change course, if necessary, to achieve desired results.
- Strong interpersonal skills and ability to work collaboratively on a fast-paced, diverse team.
- Strong organizational skills and attention to detail.
- Open-minded to learning new processes with an ability to manage change.
- Sense of humor
- Track record of reliable attendance and punctuality
- Commitment to Baltimore Regional Housing Partnership mission and goals.

Qualifications

- Bachelor's degree in Communications or relevant degree.
- At least five years of professional communications experience.
- Experience working with media in the Baltimore, Maryland market.
- Experience managing multiple communication projects at once and meeting tight deadlines.

How to Apply

- Submit tailored cover letter, resume and one short writing and graphics sample not exceeding 2 pages to resumes@brhp.org.
- For more information about the Baltimore Regional Housing Partnership, visit www.brhp.org.
- Job Type: Full-time, exempt
- Salary: \$47,000-\$52,000 annually

****Please note: Though we are currently operating under a hybrid work model, an onsite/in-office presence is required. In addition, under the guidance of the Equal Employment Opportunity Commission (EEOC) on workplace COVID-19 vaccination policies and in accordance with BRHP's duty to provide and maintain a workplace that is free of known hazards to protect**

the health of our employees, their families and our customers, BRHP requires employees to provide proof of the COVID-19 vaccination when asked. Effective July 1, 2021, newly hired employees

must provide proof of the COVID-19 vaccination (including initial doses or booster) at Onboarding or within 30 days of the hire date. Only an approved reasonable accommodation

will be accepted to be exempted from this requirement for newly hired employees. If proof of the COVID-19 vaccination is not provided at or before Onboarding, then a negative COVID-19 test taken within the last 72 hours must be submitted on your first day in the office. **