



TITLE	Communications Associate
SUMMARY OF ORGANIZATION	Michael Mosier Defeat DIPG Foundation is a 501(c)(3) nonprofit organization that works to fund research for a cure to the deadliest form of pediatric cancer: DIPG brain tumors. The Foundation’s work involves fundraising, coordination with the research community, event planning, social media and community engagement, and working with families impacted by DIPG.
SUMMARY OF POSITION	<p>The Communications Associate will work directly with the Executive Director to develop content and strategy for the Foundation’s communications with supporters and the public. Responsibilities will include:</p> <ul style="list-style-type: none"> • Develop and implement strategic communications plan • Generate content for website, social media, newsletters, and other collateral • Manage development, distribution, and maintenance of all print and electronic collateral • Ensure new and consistent information is posted regularly across communication platforms, including with regard to accomplishments, program developments, events, and other pertinent activities • Manage media contacts
QUALIFICATIONS The Communications Associate should demonstrate competence in the following areas:	<ul style="list-style-type: none"> • Excellent written and verbal communication skills and strict attention to detail • Self-starter who is able to work independently and efficiently • Proficient in social media platforms, including Facebook, Instagram, and Twitter, with interest in learning and adapting as new platforms emerge • Capacity share news and updates quickly on social media and other communications platforms • Creative thinker that thrives on developing new and innovative approaches and communications strategies • Strength in establishing and maintaining positive working relationships, both internally and externally, to achieve the Foundation’s mission • Ability to organize, prioritize, and manage multiple tasks independently to meet deadlines and project goals • Proficient in Microsoft Word and Excel • Familiarity with website management is desirable but not required • Commitment to promoting the organization’s mission and maximizing public awareness of our activities
EXPERIENCE	2 – 3 years communications experience preferred

SCHEDULE	This is a part-time position, with an expectation of approximately 20-30 hours per week. We will work with the candidate to determine a schedule for achieving the hours and the work required. The Communications Associate may be required to work evenings or weekends for the Foundation's major events.
LOCATION	11325 Seven Locks Rd, Suite 260, Potomac, MD 20854
REQUIRED DOCUMENTS	Cover Letter, Resume, References (3)
START DATE	To be determined in consultation between Executive Director and candidate.
COMPENSATION	Salary will be competitive and commensurate with experience.
DIVERSITY STATEMENT	<i>The Foundation is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, programs and activities.</i>

INFORMATION SHOULD BE SUBMITTED TO JENNY MOSIER at jenny@defeatdipg.org.