



COMMUNICATIONS FELLOW

The Campaign for College Opportunity (the Campaign) is a nonprofit 501(c)(3) broad-based, bipartisan coalition, including business, education and civil rights leaders, that is dedicated to ensuring the next generation of Californians has the opportunity to go to college and succeed. Our mission is focused on substantially increasing the number of Californians who attend and graduate from college. The Campaign maintains offices in Los Angeles and Sacramento.

POSITION DESCRIPTION

The Campaign for College Opportunity's Steve Weiner and David Wolf Founder Fellowship Program is a part-time, 9-month paid experience that prepares the next generation of higher education advocates. Housed within the Campaign's Los Angeles and Sacramento offices, Fellows will have the opportunity to learn what it means to advocate on behalf of California's students to access, afford, and succeed in the state's colleges and universities and how to harness the critical skills and tools necessary to compel change.

The Communications Fellow, housed within our Los Angeles office, will support the organization with print and digital media needs. Primarily, the Fellow will support the design of our core research brief series, [Affirming Equity, Ensuring Inclusion, and Empowering Action](#), which we launched in 2022 following the U.S. Supreme Court's decision curtailing the use of race in college & university admissions. The Fellow will also help conceptualize, design, and edit other communications materials, including event collateral, social media graphics, infographics, slide decks, and internal collateral. Their work will be featured on our organization's website, social media platforms, and in policy and educational materials. This fellowship is ideal for a motivated individual looking for an opportunity to add to their design and communications portfolio.

JOB DUTIES INCLUDE:

Graphic Design

- Conceptualize, design, edit, and assist in creating materials for print and digital platforms. Designs include but are not limited to:
 - **External communications materials** such as research publications and briefs, infographics, event collateral, flyers, brochures, decks, and social media content;
 - **Internal communications materials** such as brand assets, style guides, decks, and toolkits
- Make design recommendations for updates to communications materials
- Maintain organized databases for easy file and resource access

Communications

- Assist with website updates and webpage development,
- Additional support for the communications and Los Angeles team

QUALIFICATIONS

Successful candidates will:

- Have experience and proficiency working with Adobe InDesign, Illustrator, Photoshop, and Canva

- Demonstrate excellent attention to detail
- Have an excellent eye for design typography, color, visual composition and layout
- Take direction well, work within deadlines, and have the ability to switch priorities as necessary
- Knowledge of file formats and their use, including preparing files for print and web
- Experience with WordPress and basic web coding required.
- Experience with data visualization software (Tableau, Datawrapper, etc) is a plus
- Be currently enrolled in a college degree program or recently graduated from college with a degree in Graphic Design, Communications, Advertising, Marketing or a related field.
- Individuals with lived experiences related to our organization's mission, are strongly encouraged to apply

WHAT YOU WILL ACHIEVE

By the end of the Steve Weiner and David Wolf Founder Fellowship Program, the Communications Fellow will have:

- Designed, edited, and assisted with a signature publication series and other design content
- Gained understanding of the importance of branding and image of an organization;
- Gained understanding of how communications, marketing, and graphic design support higher education research and policy advocacy;
- Become proficient in digital communication tools

VACCINATION REQUIREMENT

For the safety and wellbeing of our staff, the Campaign requires all employees to be fully vaccinated with COVID-19 vaccines and boosters as a condition of employment.

COMPENSATION

The Steve Weiner and David Wolf Founder Fellowship Communications Program Fellows are expected to work 20 - 25 hours a week at \$20-25/hr, based on experience and education. This is a part-time, temporary position. This is a hybrid remote/in-office work opportunity. We offer a flexible schedule, but require a minimum of 8 hours of in-office work for collaboration, community building, and team cohesion preferably on Mondays or Wednesdays, or a combination thereof. The Fellow will report to our Director of Strategic Communications.

SELECTION PROCESS

The Campaign for College Opportunity will accept applications for the position until the fellowship is filled. Interested candidates should submit a short cover letter, resume, and a portfolio (link or attachment) that includes a minimum of three distinct design samples to recruitment@collegecampaign.org with "Communications Fellow" in the subject line.

We invite you to consider your cover letter as an opportunity to:

- Share how your lived experiences relate to our work to improve college access and success for low-income, first-generation, and historically marginalized students in California.
- Discuss how your background and experience make you the right fit for this position.

Those applying should preview the Campaign's website www.collegecampaign.org to become familiar with our policy, research, outreach and communications efforts. All candidates selected for an interview will be required to complete a short task aimed at assessing their skills as they progress through the interview process.

We are proud to be an Equal Employment Opportunity employer. We design our recruiting and hiring processes with an understanding of systems of oppression, and no person will be

discriminated against in employment because of race/ethnicity, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability, or any other legally protected characteristic.

No phone calls please.