



Communications and Public Relations Manager

California Council of Community Behavioral Health Agencies (CBHA)

Salary: \$60-65,000

Full Time, Non-exempt

Some in person meetings/events required

Join our dynamic and energetic team and be part of the meaningful mission of advocating to protect behavioral health funding and improving policy!

Position Summary: This position reports to the Chief Executive Officer and is responsible for the production of all association communications to members and the public, maintains/updates the website, manages all social media and supports the execution of CBHA programs and meetings.

Responsibilities

- Produces routine newsletters, action alerts, and any updates for members and the public.
- Manages the social media accounts and posts relevant and timely information.
- Writes op-eds and press releases.
- Works with Chief Executive Officer and Senior Advocate to ensure professionally written and consistently formatted communication goes out to membership and industry partners.
- Responsible for maintaining the Association website and inputting/updating information in association management software.
- Assists in creating virtual and in person events, and encourages member and public participation through the utilization of communication plans and strategies.
- Performs other duties as assigned.

Education

- Bachelor degree required

Qualifications

- Prior experience in communications, marketing or public relations with an increasingly complex set of project management responsibilities and a high level of independence.
- Experience in legislative, policy or related government or non-profit work environments.
- Skills with managing membership and communications duties for an association.
- Advanced experience with website and database management preferred.
- Advanced knowledge of Constant Contact or another mass email platform preferred.
- Strong writing, organizational and time management skills.
- Comfortable working in a fast paced environment with ability to manage multiple tasks, adapt quickly to changing priorities, and produce written content and disseminate quickly.
- Work effectively and comfortably with range of government, agency and community personnel as well as with behavioral health stakeholders and consumers.
- Ability to work with a small diverse team, CBHA member agencies, and engage with other organizations' communications and public relations staff including members of the press.

Personal Qualifications

- Self-motivated, creative, personable, flexible, and engaging.

Benefits

- CBHA offers health, eye, dental, and retirement benefits.
- Parking or light rail pass is included.

Application deadline: February 17, 2023

Application instructions: Please send a cover letter and resume as one PDF attachment to jrlandin@cccbha.org to be considered for this position. Incomplete applications will not be reviewed.