

CONTENT COORDINATOR – PART-TIME – ABILITY CENTRAL PHILANTHROPY

California Communication Access Foundation (CCAF) is seeking a part-time (20-40 hours per week) Content Coordinator to join the Ability Central Philanthropy team. This position can be in Oakland or remote. The Content Coordinator is an integral part of the Ability Central team. Reporting to the Communications Manager, and supporting a variety of staff across multiple programs, this role is responsible for editing, curating, creating, publishing, and amplifying content that elevates the profile of Ability Central programs and projects. The Content Coordinator will work to sustain marketing and outreach goals, deepen and expand community engagement, and evolve the voice and messaging of Ability Central.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PORTAL

- Content editing
 - Adapt existing and generated materials.
- Content curation
 - Support Communications Manager/Ability Central staff, grantees, and external contacts to identify, re-publish, and amplify content.
- Content creation
 - Write 500–700-word SEO-focused articles.
 - Identify and coordinate with external writer contractors.

DIGITAL ADVERTISING

- Brainstorm and conceptualize with Communications Manager and philanthropy staff to assist in the creation of digital advertising campaigns.
- Develop keywords and phrases to support digital ad campaigns, tying them in to content that is published on the Portal.

SOCIAL MEDIA

- Develop captions for social media posts to amplify existing Portal content and create incidental posts to share messages, create awareness, etc.
- Engage with comments/messages and partner accounts/profiles (reposts, retweets, etc.).

COMMUNICATIONS SUPPORT

- Create outlines and curate content for monthly newsletter with Communications Manager.
- Assist with creation and maintenance of Communications Calendar.
- CBO engagement: share relevant published content with nonprofits in the disability sector, and work with them to identify and obtain material for the Portal.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

EDUCATION

- Bachelor's Degree preferred, or an equivalent combination of education and experience.

WORK EXPERIENCE

- Minimum of three (3) years' relevant experience in a content and website marketing or digital experience function, along with an understanding of the technologies and tactics needed for execution.
- Experience coordinating content calendars.
- Experience working with a non-profit serving the elderly and/or disabled population is a plus.

KNOWLEDGE, SKILLS, AND ABILITIES

- Language Skills
 - Must be able to understand, read, write, and speak the English language fluently.
 - Strong writing and editing skills for web.
 - Excellent communication (written and verbal), relationship building and influencing skills to allow for effective interaction and collaboration with senior management, business partners and other departments at all levels.
 - Excellent written, verbal, and interpersonal communication skills and presentation skills, with ability to write reports and correspondences.
 - Ability to communicate in American Sign Language (ASL) is a plus.
- Computer Skills
 - Intermediate or higher proficiency with Microsoft Office; Excel, Word, Outlook, and PowerPoint.
 - Proficiency with social media platforms and social media management software.
 - Web accessibility knowledge and ability to create materials that are accessible to people with disabilities.
- Additional Skills
 - SEO writing experience
 - Solid organizational and administrative skills with strong attention to detail.
 - Ability to work well both independently and as part of a team.
 - Demonstrated ability to work with and for customers of diverse backgrounds.
 - Ability to manage time and competing deadlines effectively.
 - Ability to adjust to changes in priorities.

THE ORGANIZATION

Founded in 2003, CCAF serves the residents of California who are Deaf and Disabled. Its mission is to serve as an educator, convener, and resource working collaboratively to ensure communications access for people with disabilities in California. With 90+ employees around the State, CCAF manages the Deaf & Disabled Telecommunications Program (DDTP) for the California Public Utilities Commission (CPUC), as well as the California Relay Service (CRS) and other related programs and services. At no-cost, DDTP provides specialized telephones and relay services to Californians with difficulty hearing, seeing, speaking, moving, and/or remembering through the California Telephone Access Program (CTAP) and the California Relay Service (CRS), respectively.

Ability Central is the philanthropic division of the California Communication Access Foundation. Ability Central is committed to improving communications and information access for individuals who are Deaf and disabled and their families and caregivers. Their work is done through three programs: Philanthropy, Cloud Consulting, and the Ability Central Portal.

TO BE CONSIDERED

To apply for this position, please follow the link to our job page on Indeed.com at [CCAF Indeed Career Page](#), click the "**Apply Now**" button, respond to the questions, and paste your resume and cover letter (required) where indicated.

Successful applicant must be able to pass a background check. Relocation expenses not reimbursed.

Salary Range: \$30.65 per hour to \$32.95 per hour

To learn more about the Ability Central visit us at www.abilitycentral.org.

CCAF is an Equal Opportunity Employer.

Persons with disabilities are strongly encouraged to apply.