

**WE'RE
HIRING**
JOIN OUR TEAM



Job Description:

Communications & Public Relations Manager

Organization Overview

For over 130 years, the Los Angeles Area Chamber of Commerce represents the interests of businesses in the Los Angeles region. As the region's most prominent business organization with more than 1,000 member companies, the Chamber's vision is "A thriving Region for all." Our priorities revolve around policy development and advocacy, global engagement, and community collaboration for local and regional economic growth and mobility. For more information, visit www.lachamber.com.

Vision for the Future

Our region is on a path toward numerous opportunities that will yield economic growth, as we prepare to host the world for global sporting events. As one of the state's largest chambers, the Los Angeles Area Chamber of Commerce, a five-star accredited Chamber, is well positioned to lead with the bold policy and advocacy to realize the promise of a brighter future for the Los Angeles region.

Position Overview

We're looking for a Communications and Public Relations Manager to join the Los Angeles Area Chamber of Commerce team. As a member of the Marketing team, you will help manage proactive communications efforts and provide input to the organization's earned and owned communications strategies.

This role is a key member of our team to help maximize awareness for our programs, events and policy efforts. The Communications and Public Relations Manager reports to the Vice President, Marketing & Communications. It is a full-time, hourly/non-exempt position which works in-office (2) days per week.



Key Responsibilities

- Work closely with Chamber leadership across each department to help identify opportunities for media leads, statements, and written content.
- Lead writer and keeper of “the words” supporting executive team needs with scripting, press-releases, op-eds and the drafting of white papers and other written materials.
- Pitch news stories, organize press briefings, create press materials, and prepare spokespeople for media interviews and speaking engagements.
- Lead, create and implement content for the organization’s multiple newsletters and social channels
- Create and manage social media content development and deployment
- Proofread and edit all digital and printed content
- Monitor & research trends, best practices and new opportunities to elevate the Chamber as a thought leader in the region
- Must be able to write in AP Style
- Conduct media outreach

Qualifications

- Help to grow through leadership
- Ability to write op-ed’s, statements, press releases, blogs
- Have social media (tactical) experience
- Regional policy exposure and understanding on how to navigate
- Must have an understanding of Marketing strategy
- Experience using Meltwater or a similar platform is necessary
- Strong, versatile copywriting and editing skills with experience working as a speech writer, long form content and Marketing writer

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- Experience working in public policy communications, either within governmental organizations at the national or state level or in other corporate communications environments.
- Existing relationships with reporters, including ability to handle complex and varied topics
- Ability to manage a wide variety of partners.
- Desire to take full ownership of assigned projects and can work independently
- Possesses a sense of urgency and is self-motivated
- Strong interpersonal skills and ability to build collaborative relationships
- Detail-oriented and able to coordinate multiple work streams for on-time project delivery
- Bachelor's Degree in Journalism, Communications, or related field
- Must be able to commute to our Downtown Los Angeles office

Compensation

Based on experience - \$32 to \$35 hourly

Benefits: This position includes Vacation Time; Sick Time; Medical/Dental/Vision Insurance; Flexible Spending Accounts (FSA); Long Term Disability; Life Insurance, 401(k) and commuter/transportation benefits (Metro TAP and Metro-Link Corporate Program).

Reports To

Vice President, Marketing & Communications

Application

LAACC Contact: Carmen Torres, Human Resources Consultant (resume@lachamber.com)

Submission Requirements: Cover Letter & resume

Date Posting Expires: Until filled

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The Los Angeles Area Chamber of Commerce is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All Qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.