



COMMUNICATIONS & OPERATIONS FELLOW

Our Communications & Operations Fellow supports the OK Policy by assisting in the drafting and editing of external communications, development-centric communications, and assisting with social media presence, along with other support duties, for the purpose of advancing the organization's strategic priorities. This position reports directly to OK Policy's Communications Director. **The application deadline for this position has been extended to Wednesday, April 13, 2022, at 5:00 PM (CST).**

Duties/Responsibilities

- Writing communications that could include, but would not be limited to: Press releases, grant reports, fundraising materials, email communications, social media copy, advertising copy, feature stories, website copy, visual presentation, and more. These pieces would be predominantly externally focused but could include internally focused work.
- Work closely with internal teams when copywriting from brainstorming sessions to conceptual development to a completed product.
- Support team efforts in social media, graphic design, audio/visual, email content, PowerPoint presentations, etc.; editing written materials for grammar, accuracy, style and organizational tone, in order to ensure final products are clear, concise, and persuasive.
- Assist with administrative tasks including but not limited to filing, photocopying, scanning, and mailings.
- Contribute positively to our culture, which we like to think blends excellence with heart (and a keen sense of humor helps).
- Other duties as assigned.

Skills / Experience

Essential:

- Strong writing skills in both formal and informal tone with an emphasis on persuasive writing.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Comfortable with taking direction, as well as providing, receiving, and implementing feedback from others.
- Previous experience producing copy for print and media channels.
- A one-year commitment is expected – candidates must be eligible to work full time in the United States for the duration of the program.

Desirable:

- Technical skills including, graphic design, creating audio-visual materials, website design & management, and professional social media management.
- Prior experience in the advocacy, educational equity, or broader nonprofit arenas is a plus, but not a requirement.

Education:

- Bachelor's or professional degree in a related field preferred, or a combination of education and experience.

Working Conditions

OK Policy's headquarters are located in Tulsa, OK, however, in order to ensure the health and wellbeing of our team, all OK Policy staff are currently working remotely due to the coronavirus pandemic.

- Ability to work during OK Policy's normal operating hours (8:30 – 5:00, M-F).
- Ability to work evenings and weekends, if needed, particularly during state legislative session, or to support events.
- The position can be based anywhere within the state of Oklahoma, and is full-time.
- Position may require some travel in and out of state - typically less than 5% of working time.
- Physical effort/lifting requirements - up to 25 lbs., for lifting supplies and materials, as needed*.
- Position frequently requires the ability to sit for extended periods of time*.
- Position continually requires the ability to talk and hear both in person and over the phone*.

- Position continually requires visual acuity as well as hand and finger dexterity to operate equipment, read, and use a keyboard*.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job to the extent possible for this position.*

Compensation

OK Policy values its employees, and as such, offers a competitive total compensation package which includes both cash compensation and benefits. This position is eligible to participate in the following benefits:

- Employer sponsored health plans, including: health, dental, and vision insurance.
- Retirement plan benefits and employer matching up to 5% (first 3% without any match requirement).
- Additional benefits – including health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), short-term disability insurance, and legal assistance.
- Employer-paid long-term disability and life insurance benefits.
- OK Policy recognizes all federal holidays, as well as Election Day and Juneteenth, along with two (2) floating holidays that can be used at the team member's discretion.
- OK Policy provides a general PTO package, including: vacation leave, sick/personal leave, paid family leave, and more!

Salary Range: \$31,000 - \$36,000 Annually *(commensurate with experience)*

The above is intended to describe the general content of and requirements for the performance of this job and is not a guarantee of employment. This document is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to reasonably assign or reassign duties and responsibilities to/from this job at any time. Oklahoma is an "employment-at will" state; therefore, employment as a team member of the Oklahoma Policy Institute (OK Policy) is considered to be "at-will" and may be terminated by you or the employer at any time. The Oklahoma Policy Institute (OK Policy) is an equal opportunity employer, are committed to racial and gender equity, and we make a particular effort to recruit candidates who identify as Black, Indigenous, people of color, and gender non-binary to apply for open positions.