

**Job Title:** Communications and Operations Fellow  
**Location:** Oklahoma (remote work available for Oklahoma residents)  
**Reports to:** Communications Director  
**Supervisory Responsibilities:** None  
**Job Classification:** Full-Time / Non-Exempt

**Purpose: The Communications and Operations Fellow supports the organization's external communications and development objectives. The Communications and Operations Fellow will assist in advancing the organization's strategic priorities through writing and editing external communications, drafting development-centric communications, and assisting with social media presence. The Fellow also will utilize other communication skills and tactics to support the organization for the duration of the yearlong fellowship.**

### **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.
- Ensure written materials are clear, concise, and persuasive to help further OK Policy's mission and vision.
- Understand target audience(s) to translate copy and design into compelling end products.
- Editing any publication or other written copy for grammar, accuracy, clarity, style, and organizational tone. These pieces could include any of the material types listed in the writing section above, as well as policy blog posts, policy reports, organizational reports, or other organization publications.
- Utilize all communication skills to support Communications Team efforts in social media, graphic design, audio/visual, email content, PowerPoint presentations, etc.
- Perform general clerical duties including but not limited to filing, photocopying, scanning, and mailing
- Collaborate with other OK Policy teams to achieve organizational goals and successfully complete project-specific tasks.
- Other duties as assigned.

### **Skills / Experience**

The Fellowship is designed for people from diverse backgrounds and experiences. Applicants must have graduated in the previous two years from a communications-related academic program or a field of study that relates to OK Policy's issue areas. Special consideration may be granted to individuals who do not meet these specific qualifications and should be detailed in their cover letter.

**Essential:**

- Very strong writing skills in both formal and informal tone with an emphasis on persuasive writing
- Ability to pay close attention to detail when editing written communication
- Experience producing copy for print and digital media channels
- Excellent written and verbal communication skills
- Some relevant work experience
- Ability to understand and follow written and verbal instructions
- Strong computer skills with proficiency in Microsoft Office
- Strong commitment to the mission, goals, and values of OK Policy
- Comfortable and effective working in culturally diverse environments
- Comfortable with taking direction, as well as providing, receiving, and implementing feedback from others
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
- Experience and enthusiasm for working in a fast-paced, dynamic environment while maintaining an upbeat, positive attitude
- High standards of timeliness and attendance

**Desirable:**

- Graphic design experience
- Experience creating audio-visual materials
- Website design and content management
- Social media management for companies or organizations
- Proficiency in Adobe Creative Suite and/or CanvaExperience, Slack, Salesforce, Salsa, G-Suite, and/or Basecamp
- Experience working on projects independently, taking initiative within areas of responsibility, and suggesting improvements

**Leadership Development Skills Acquired from the Fellowship**

- Increased cultural competence and understanding
- Strong written and oral communications skills
- Active listening and interpersonal skills
- Improved dialogue skills on politically, socially polarizing and complex topics
- Improved conflict management skills
- Event planning skills

**Working Conditions**

- Ability to work during OK Policy's normal operating hours (8:30 – 5:00, M-F)

- This position is eligible for remote work for Oklahoma residents; requires robust internet connection, especially for virtual meetings\*
- Ability to travel, as needed – typically less than 5% of working time
- Ability to work occasional evenings and weekends if needed
- Physical effort/lifting requirements - up to 15 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, over the phone, and via online meetings\*
- 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 competitive total compensation package which includes cash compensation and benefits. This position is eligible to participate in the following benefits: Cafeteria Plan: including health and dental insurance, retirement plans, health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), and more. This position is also eligible for paid time-off (PTO) benefits.

Salary Range: \$29,000 - \$36,000 (commensurate with experience)

*The above is intended to describe the general content of and requirements for the performance of this job. It 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 assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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.*