

DIGITAL COMMUNICATIONS ASSOCIATE / STORYBANKER

Our Digital Communications Associate / Storybanker adapts OK Policy's policy and outreach work into digital-first communications, while also supporting OK Policy's health care work by giving voice to the stories of Oklahomans who have been impacted by the health care coverage gap. The position will help deliver organizational messages via high quality and impactful digital communications, while also working with Oklahomans to best share their lived experiences to educate elected officials, policy makers, and the general public about the need for smart health care policies in the state. This position reports directly to OK Policy's Communications Director.

Duties/Responsibilities

- Supervisory responsibilities: No.
- Adapt OK Policy work products (blogs, reports, fact sheets, etc.) into digital-first communications.
- Collaborate with OK Policy team members to best leverage digital media to support organizational objectives.
- Work in partnership with OK Policy team members, its programs, and other allies to identify and connect with Oklahoma residents impacted by health care policy.
- Conduct in-person interviews with individuals and document their personal stories in writing (testimonials, summaries, short profiles, or other formats as needed), as well as possible video and/or audio storytelling.
- Produce a storybook (digital and/or printed) for use in advocacy efforts to defend Medicaid at the federal and state levels.
- Develop and conduct trainings with self-advocates to enhance their ability to share their stories.
- 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:

- 1-3 years' relevant professional experience in communications, journalism, public relations, or a related field.
- Excellent communication and interpersonal skills especially in engaging and listening to others.
- Exceptional writing and editing skills with experience writing for broad audiences; able to adopt style, tone, and voice accordingly when documenting peoples' stories; ability to tell narrative stories in clear and compelling fashion.
- Demonstrated skills in adapting or developing digital-first communications, including audio, video, and social media content.
- Comfortable with taking direction, as well as providing, receiving, and implementing feedback from others.
- Proven ability to manage multiple projects, set priorities and meet deadlines in a changing environment; demonstrated ability to set and manage priorities under tight deadlines with an outcomes-oriented approach.
- Strong commitment to the mission, goals, and values of OK Policy.

Desirable:

- Familiarity with effective interviewing techniques, including preparation, rapport, empathy, relevant questions and follow-up, and attentive listening.
- Demonstrated awareness of issues and initiatives that affect low-income people and an understanding of how to appropriately incorporate that into your work.
- Experience establishing positive working relationships with a variety of individuals and organizations.
- 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 communications, journalism, graphic design, other related field or equivalent of directly related professional 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 generous PTO package, including: vacation leave, sick/personal leave, paid family leave, and more!

Salary Range: \$35,568 - \$42,000 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.