

## **Communications Associate or Manager**

The Economic Innovation Group (EIG) is a bipartisan public policy organization dedicated to forging a more [dynamic and inclusive American economy](#). Headquartered in Washington, DC, EIG produces nationally recognized research and works with policymakers to develop solutions that empower workers, entrepreneurs, and communities.

EIG is seeking a dynamic **Communications Associate or Manager** to join our impactful team. This role provides an ambitious communications professional an opportunity to be at the forefront of shaping America's economic policy debate as EIG's work consistently informs the work of leading policymakers and the coverage of all major publications including the *New York Times*, the *Washington Post*, the *Wall Street Journal*, and many more. You'll be the creative force behind EIG's communications and outreach initiatives, collaborating closely with our Executive Team and staff to develop and implement communications strategies that shape the future of the American economy.

### **Responsibilities**

- **Communications Visionary:** You will work with the Executive Team to develop and implement innovative communications strategies that engage diverse audiences and advance policies that drive broadly shared economic growth.
- **Project Leader:** You will develop detailed project plans, ensuring seamless collaboration among EIG staff as well as our vendors. Your leadership will be crucial in driving projects to meet every milestone while keeping the team aligned with our goals.
- **Content Creator:** You'll channel your expertise and creativity into researching, writing, and editing a diverse portfolio of print and digital content. This includes crafting impactful press releases, compelling pitches, informative newsletters, etc.
- **Media Relations Strategist:** Handling press inquiries with finesse, you will also regularly create briefing materials, disseminate pitches, and identify new reporter engagement opportunities with a strategic vision.
- **Web and Digital Design Innovator:** Working in tandem with our Digital Communications Associate (and vendors when applicable), you will create visually compelling content for our social media platforms and maintain our web presence, ensuring that our content is fresh, engaging, and aligned with our strategic goals.

### **Qualifications**

- A minimum of 2 years of experience in relevant communications roles or a related field.
- Knowledge of and experience with economic research and/or federal policymaking.
- Excellent written and verbal communication skills.
- Expert project management abilities, attention to detail, problem-solving skills, and a drive to take initiative.
- Experience with WordPress, Mailchimp, Cision, and Canva is a plus.

**Apply:** Please send your 1) cover letter, 2) resume, and 3) a sample of your writing (a pitch, press release, social media campaign, or strategy memo) to [careers@eig.org](mailto:careers@eig.org) with "Communications Associate" (2 to 4 years experience) or "Communications Manager" (4+ years experience) in the subject line.



We understand the value of your expertise and experience, and our competitive salary reflects that. You'll enjoy comprehensive health care benefits, a robust retirement plan, and generous paid time off, including holidays. This position blends the best of both worlds – the collaborative energy of regular in-person engagements at our Washington, D.C. office, coupled with the flexibility of one to two days of remote work each week.

*EIG is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, gender, gender identity, parental or pregnancy status, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status.*