



The Prem Rawat Foundation

Job Title: Communications Specialist

Description:

The Prem Rawat Foundation is seeking a Communications Specialist to work with the Media & Communications team. The Communications Specialist will work closely with the Communications Director to help grow positive awareness about TPRF initiatives and increase engagement. The Specialist will write, edit and produce stories and other content that inspires and activates audiences across various platforms including websites, social media and email.

Essential Duties and Responsibilities:

- Write & edit website articles and press releases that highlight TPRF initiatives and successes
- Develop and implement new outreach campaigns
- Collaborate on outreach materials and campaigns to grow the Peace Education Program and other initiatives
- Assist with donor communications and fundraising campaigns
- Contribute social media content and campaign ideas
- Review and edit communications to the public from any department as requested to maintain quality control and brand consistency
- Prepare reports and presentations on results as requested

Reports To: Communications Director for The Prem Rawat Foundation

Knowledge, Skills and Abilities:

- Proven copy writing and editing skills
- Background in nonprofit communications, marketing or advocacy journalism
- Proficiency in English with excellent verbal communication skills; proficiency in Spanish or other languages a plus
- Understanding of AP Style guidelines
- Familiarity with writing for SEO and associated tools such as YOAST
- Experience with creating posts and editing content in WordPress a plus
- Familiarity with Constant Contact or similar email marketing tools
- Ability to meet deadlines
- Comfortable working remotely, independently and collaboratively
- Proficiency in Google Suite applications (or Microsoft Suite) and video-conferencing platforms

Education and Experience:

Bachelor's degree in Marketing, Public Relations, Journalism, Communications or other applicable field (or equivalent combination of education and work experience) with at least 3+ years of successful professional experience.

Required Resources: Private computer, video conferencing ability with high-speed internet connectivity.

Hours & Location: Minimum of 20 hours per week with full-time potential. Virtual (must reside within 9 hours of Los Angeles time zone).

Application Process: Please send a cover letter, resume and links to examples of your writing and other applicable outreach work to jobs@tprf.org by March 15, 2023.