

WRITER/ PROJECT ASSOCIATE

for East Bay firm dedicated to social change through creative and strategic support of nonprofit and public sector organizations.

Fern Tiger Associates (FTA) is seeking a creative, progressive, and socially-committed individual to work with our fast-paced, dynamic firm. For more than 30 years, FTA has worked to bring about positive social change by working with communities and progressive organizations to better communicate their purpose and vision, to make their programming more effective, and to strengthen these organizations from within. We offer a wide range of services, borne out of expertise in organizational effectiveness, research and public policy, community building, civic engagement, and strategic planning and communications. Our firm is comprised of talented staff who were educated in various disciplines and who possess a wide range of skills and experience, enabling us to work with clients in unique and creative ways, resulting in long-term relationships and a portfolio that includes a multitude of award-winning design, public education and engagement, and community relations work.

JOB DESCRIPTION/SKILLS

FTA works with a wide array of clients who cover a broad range of social issues and who seek our firm's expertise in multiple arenas, including (but not limited to): strategic and communications planning; communications design, planning, and implementation; community engagement; and graphics. The Writer/Project Associate's responsibilities vary according to each project but are likely to include:

- supporting senior staff to prepare for interviews and other fact-finding activities
- writing publication-ready articles (in a wide range of formats, from simple brochures to complex, large-scale documentations, plans, and book-scale projects)
- conducting and analyzing quantitative and qualitative research
- assisting in the facilitation of meetings and focus groups;
- creative development of content, including concepts, themes, ideas for publications
- analyzing the direction of specific fields or social arenas (e.g. child care, violence prevention, healthcare, economic development, the arts, public education, housing);
- writing press releases and devising press strategies for client organizations
- drafting reports, strategic assessments, and communications plans
- developing work plans and budgets
- occasional grantwriting and reports to foundations

The candidate should exhibit exceptional writing skills and must be able to think creatively and strategically. She or he should be well-organized and able to juggle multiple tasks and work on many projects simultaneously. This is a professional position demanding evening and weekend work to meet deadlines, to attend or facilitate public meetings and interface with community groups, and to support information gathering from working families. Some travel may be required.

EXPERIENCE

The candidate must have a minimum of 8 years experience in similar work (preferably be able to show published work, totally developed by the candidate). She or he must have experience seeing complex projects through to completion, and must demonstrate evidence of strategic thinking, problem-solving, and project implementation. The candidate must have extensive writing experience in multiple arenas and for diverse audiences. Experience working with (or in) the nonprofit or public sectors or a deep understanding of those sectors is important. (Other helpful experience: grantwriting, public/community relations, media relations, community organizing, public policy, planning, and/or journalism/photojournalism.)

EDUCATION

Graduate degree or equivalent work experience beyond B.A./B.S. (Journalism, Communication; Public Policy, Planning, Business, Social/Cultural Anthropology)

OTHER

The candidate must desire a fast-paced, dynamic work environment and possess a strong work ethic. He or she must also demonstrate a commitment to community building and an appreciation for, and interest in, the challenges faced by nonprofit and public sector organizations. The candidate must possess a passion for social change. Operational knowledge of Spanish helpful.

We are a non-smoking environment.

SALARY

To be determined, depending on experience.

Mail resume with cover letter (include two samples of recent writing, published works preferred) to:

**Fern Tiger Associates/Writer Position
201 Clay Street, Ste. 290
Oakland, CA 94607**

DO NOT SEND ELECTRONICALLY. HARD COPY PRESENTATION IS CRITICAL.

DEADLINE: ASAP

For more information about Fern Tiger Associates and the clients and communities with which we work, please visit our website at www.ferntiger.com.