



Position Announcement: Communications Associate

Remote

[Oberkottter Foundation](#) – [Hearing First](#) seeks an experienced communications professional to join its team as a Communications Associate. Responsible for supporting Hearing First in its communications across an array of digital channels, the Communications Associate takes lead on Hearing First social media content development and strategy implementation, coordinates the creation of written, visual, and video content, and maintains digital asset systems for the organization.

The ideal candidate has a solid background in social media strategy, content development, and channel execution, and would feel a strong commitment to Hearing First's mission and work supporting children who are deaf or hard of hearing learn to listen and talk with Listening & Spoken Language (LSL). They must be an excellent writer and editor, highly organized, and a detail-oriented, collaborative team player. The Communications Associate will be confident in learning new tools, enthusiastic about expanding their work experience to new subject matters and communications mediums, and have a deep and ever-evolving knowledge of social media best practices across multiple channels and content formats.

Position Responsibilities

The Communications Associate has the following duties and responsibilities:

- Implement Hearing First social media strategy across designated channels.
 - Plan content calendars aligned with organizational priorities, campaigns, and approved messaging.
 - Create original copy and content for owned channels, adapting for audience and platforms while maintaining Hearing First's voice, tone, and brand standards.
 - Coordinate asset production of video, graphics, and visuals.
 - Monitor and respond to community engagement through social channels.
 - Collaborate with team members to ensure cohesive and successful ongoing strategy development and implementation.
 - Maintain fluency in platform-specific best practices by researching industry-related topics, audience interests, platform trends, and relevant communications practices to integrate into Hearing First workflows.
 - Evaluate performance using platform insights and analytics, and recommend strategy optimizations.
- Support the production and publication of various communications materials.
 - Write, edit, proofread, fact-check, stage, publish, and ensure the quality of a variety of communications content and materials, including social media, email, blog, website, campaigns, events, and others.
 - Shape language and tone used in communications to ensure consistency of voice, accuracy, clarity, and quality across team-produced content.
 - Support the planning, execution, and tracking of communications campaigns and activities across various channels.

- Fulfill other duties as assigned.
- Coordinate asset production and management systems.
 - Support video production activities, including content coordination, scheduling, asset preparation, and ongoing production support.
 - Maintain the digital asset management system and accurate asset records in accordance with established processes.
- Expand understanding of the organization, industry, and partners.
 - Expand understanding of Oberkotter Foundation and Hearing First's mission, focus areas, audiences, systems, and standards to support all facets of their work.
 - Collaborate with cross-functional team members and subject matter experts to gather information, complete assignments, and meet project timelines and organizational goals.
 - Develop and maintain fluency with digital tools required for fulfilling position responsibilities, including native social platforms, Sprout Social, HubSpot, Bynder, Wrike, Microsoft Teams, Microsoft 365, and others.
 - Adhere to the organization's communications plans, policies, social media guidelines, crisis communications procedures, brand standards, and established approval processes.
 - Develop an understanding of Hearing First's partners, collaborators, competitors, and the broader industry.

Qualifications, Knowledge, & Skills

The ideal candidate will bring the following:

- Bachelor's degree with 3-5 years of experience in communications, copywriting, marketing, social media, digital communications, content production, or a related field.
- Demonstrated ownership of social media channels, including content strategy, creation, and publishing, as well as engagement, channel monitoring, and reporting.
- Portfolio of published digital content demonstrating ability to write, develop, and execute engaging and creative digital materials across multiple channels.
- Exemplary writing and editing skills, including ability to write both long-form copy and concise, engaging content for social media, email, and digital channels.
- Expertise in social media, email, and digital communications best practices, as well as an enthusiasm for continually expanding their knowledge as platforms and audiences evolve.
- Strong organizational skills and the ability to manage and prioritize a variety of concurrent projects, responsibilities, and deadlines with accuracy and follow-through.
- Comfortable contributing as a multi-faceted team member with the ability to adapt content and communications effectively across multiple mediums and channels.
- Experience collaborating with cross-functional teams including subject matter experts, designers, video editors, web developers, and external partners.
- Proficiency in using all digital tools needed to carry out the position's responsibilities, including hands-on experience with web content management systems, digital marketing tools, and digital asset management systems (e.g. Sprout Social, bit.ly, Hubspot, Bynder, social media monitoring tools, etc.)
- Ability to perform successfully in a virtual working environment. Self-management skills and confidence using digital collaboration tools such as Wrike, Microsoft Teams, Microsoft 365, Google Drive, and similar platforms.
- Lifelong learner with an enthusiasm and curiosity for maintaining expertise, learning new responsibilities, implementing tasks independently, and awareness of when to seek guidance and support.
- Strong attention to detail and commitment to accuracy, consistency, and quality.

Oberkotter Foundation-Hearing First employees work remotely from communities across the United States. The position requires a standard Monday – Friday schedule with flexibility for occasional travel for team meetings.

[View the full Job Description.](#)

To apply, please send a cover letter, resume, portfolio of work samples, and three references to **careers@hearingfirst.org**. Subject line should read: [Your First and Last Name] Communications Associate Position.

Full time position, 40 hours/week

Compensation: Competitive compensation and benefits

Location: Remote with light to moderate travel

Application Deadline: September 20, 2026

Oberkotter Foundation-Hearing First is an equal opportunity employer.