



## Position Announcement: Communications Associate

Remote

[Oberkotter Foundation](#) – [Hearing First](#) seeks an experienced communications professional to join its team as a Communications Associate. This individual is responsible for supporting the organization in its marketing and communications efforts across an array of digital channels, and will write informative and engaging content for a variety of audiences.

The ideal candidate has a strong background in content development, marketing, and strategic communications, and would feel a commitment to Oberkotter Foundation and Hearing First's mission and work. The Foundation was created by Paul and Louise Oberkotter in 1985. Its current mission is *helping families ensure their children who are deaf or hard of hearing have opportunities to reach their full potential through listening and spoken language*. The Oberkotter Family's legacy permeates the lives of families across the country through leadership, grant making, and Hearing First, its educational endeavor reaching expectant parents, families of children with hearing loss, and the professionals who serve them nationwide.

The Communications Associate must be a highly organized and detail-oriented team player with a proficiency in developing and carrying out communications and marketing initiatives across all digital channels. This individual should be well-versed in using website content management systems and digital marketing and analytics tools.

Oberkotter Foundation employees work remotely from communities across the United States, and gather in person quarterly or more frequently, conditions permitting. The position requires a standard Monday – Friday schedule with flexibility for in-town meetings and travel.

The Communications Associate has the following duties and responsibilities:

- Create copy for press releases, conference presentations, webpages, articles, emails, community content, events, social media, and paid media content needs in collaboration with team members
- Help shape and manage language and tone used across communications and ensure consistency of voice
- Develop and grow a complete understanding of Oberkotter Foundation's language and industry terminology and history to avoid sharing misinformation, inadvertently insulting the audience, or creating or contributing to a crisis situation
- Develop presentation slide decks for internal and external audiences
- Participate in the development and maintenance of Oberkotter Foundation's content strategy across multiple channels
- Participate in the development and monitoring of Oberkotter Foundation's communications calendar(s), including for mission-driven, long-term strategic initiatives (such as awareness campaigns) and day-to-day details related to program activities

- Support Oberkotter Foundation communications and marketing initiatives with planning, executing, and tracking communications activities and campaigns across web, email, social media, etc.
- Work collaboratively and facilitate connectivity among team members on the execution of approved content plans
- Work with consultants, strategic partners, and internal team members as necessary to complete content assignments
- Provide strategic and creative concept direction for content, campaigns, etc. as required
- Edit and fact-check pieces of content generated by internal and external sources
- Use SEO best practices to optimize articles and increase visibility
- Liaise with graphic designers and video production teams to develop images, infographics, charts, and videos as assigned
- Develop and grow a complete understanding of Oberkotter Foundation's partners, collaborators, and competitors
- Research industry-related topics, identify gaps in Oberkotter Foundation content, and provide strategic recommendations for addressing them
- Comply with Oberkotter Foundation's content strategies, communications plans, and policies, including social media and crisis management
- Assist with data collection and reporting for organizational activities
- Assist in maintaining files for brand and web style guides, as well as producing assets, photos, and videos
- Upload and organize all photo and video files, transcripts, image files, and other media, content, and assets to assigned location(s) and follow the organizational process for cataloging and tagging
- Maintain ongoing processes for asset management, including but not limited to tracking, tagging, and archiving
- Develop and maintain strong working relationships with external vendors to coordinate projects and campaigns, as required
- Fulfill other duties as assigned

The ideal candidate will bring the following:

- Bachelor's degree with 3-5 years of experience as a copywriter, marketing coordinator, marketing manager, digital marketing manager, or account manager
- Portfolio of published articles and/or produced content pieces
- Excellent writing and editing skills, with a keen eye for detail
- Ability to write creative copy both for large pieces of content (e.g. white papers) and smaller texts (e.g. social media posts); experience interpreting scientific subject matter a plus
- Hands-on experience with web content management systems (e.g. WordPress) and digital marketing tools (e.g. Hubspot, Mailchimp, ActiveCampaign, social media monitoring tools)
- Understanding of and experience demonstrating best practices in social media, email, and digital communications
- Proficiency in developing and carrying out content strategies across all digital channels
- Self-discipline, ability to handle multiple projects simultaneously, and motivation to prioritize work tasks and implement them independently while meeting deadlines
- Proficiency in using all digital tools needed to carry out the position's responsibilities
- Experience collaborating with cross-functional teams including subject matter experts, designers, web developers, and external consultants and partners to reach goals and objectives while meeting deadlines
- Self-management skills and propensity for using necessary tools to perform as an integral member of a virtual team using a variety of digital tools for planning, communication,

production, and organization, such as Wrike, Dropbox for Business, Google Drive, SharePoint, Microsoft Teams, and Microsoft 365

- Lifelong learner who stays up-to-date on current best practices and trends, and follows industry blogs and thought leaders to gain insights and ideas.
- Strong attention to detail

To apply, please send a cover letter, resume, and three references to **[careers@oberkotterfoundation.org](mailto:careers@oberkotterfoundation.org)**. Subject line should read “[Your First and Last Name] Communications Associate Position.”

*Full time position, 40 hours/week*

*Compensation: \$72 – 85K / “Competitive compensation and benefits”*

*Location: Remote*

*Application Deadline: May 28, 2025*

*Oberkotter Foundation is an equal opportunity employer.*