

(Interim) Communications Manager

About Us: Founded in 1981, [Oakland Parks and Recreation Foundation](#) (OPRF) partners with local communities and neighbors, civic and cultural leaders, donors, and the City of Oakland to support city parks and expand recreational opportunities citywide. OPRF works across four key program areas to support Oakland's parks, recreation, and public culture: public/private partnerships, fiscal sponsorship, advocacy, and scholarships.

Responsibilities:

- **Content Creation:**
 - Create and edit written content for various communication channels, including newsletters, press releases, website content, and social media updates.
 - Design year end campaign collateral
 - Gifts, giveaways and giver incentives
- **Website Maintenance:**
 - Ensure the organization's website is up-to-date with the latest news, events, and information.
 - Make necessary updates to website content, including text, images, and multimedia elements.
 - Engage with comments posted
- **Email Marketing:**
 - Create and send email newsletters and updates to the organization's mailing list.
 - Track email campaign performance and make adjustments to improve engagement.
- **Graphic Design:**
 - Design visually appealing graphics and images for use in various communication materials.
 - Coordinate with grant guidelines
 - Translate to multiple languages
 - Ensure brand consistency across all visual elements.
- **Analytics and Reporting:**
 - Monitor and analyze communication metrics to evaluate the effectiveness of different strategies and campaigns.
 - Provide regular reports on key performance indicators (KPIs).

Qualifications:

- Strong written and verbal communication skills.
- Proficiency in using communication tools and software.
- Experience with social media management and content scheduling platforms.

- Basic graphic design skills and familiarity with graphic design software (e.g., Canva, Adobe Creative Suite).
- Understanding of non-profit communication strategies and principles.
- Ability to work independently and meet deadlines.

The Oakland Parks and Recreation Foundation is an equal opportunity employer. We welcome and encourage applications from candidates with diverse backgrounds and experiences. All qualified applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other legally protected status

How to Apply: To apply, please submit your resume and a cover letter outlining your experience, qualifications, and commitment to OPRF's mission and values. Send your application to careers@oaklandparks.org.