Communications Assistant

Application Deadline: September 9, 2011

Chartered by Congress and in existence since 1922, the Reserve Officers Association (ROA) maintains unique expertise on issues that affect the 1.5 million men and women in America's Reserve Components. ROA, a 60,000-member, professional association for all uniformed services of the United States is seeking a motivated self-starter for an immediate full-time National Staff opening that will serve in the Strategic Communications department.

This is a non-exempt position based in Rosslyn VA.

Basic Qualifications include:

- Motivated, self starter, equally comfortable receiving direction as exercising individual discretion; comfortable in a group-oriented creative/design process
- Excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.
- Proficient in social media marketing for non-profits; strong computer and internet-research skills.
- Basic HTML and photo manipulation experience; Photoshop preferred
- Basic journalism and editing skills; excellent oral and written communication skills

Basic functions include:

- Serve as group manager for all on-line social networking functions such as Facebook, Twitter, Linked-In etc.
- Gather, write, edit and produce various communication products
- Scheduling interviews, research the Internet for news gathering purposes
- Maintain various sections on the Web site
- Draft and edit and disseminate press releases
- Create Media lists using databases and online research
- Create and maintain press kits, fact sheets and other communication products

Qualified candidates should send a cover letter and resume to Keith Weller at kweller@roa.org no later than Friday, September 9, 2011.

Download full position description (pdf)

Benefits include paid Health Insurance, paid vacation and sick leave, paid parking, a Flexible Spending Account, life insurance, optional 401K plan, optional dental/vision insurance. Salary is commensurate with experience.