The West Virginia Center on Budget and Policy is currently seeking an operations and communications coordinator. The operations and communications coordinator is responsible for a variety of duties including special event planning, communications, and office management. This position supports work that advances public policies that improve the quality of life for all West Virginians and includes media relations, public campaigns, publication design, and website and database management.

**Communications**

- Manage all media-relations activities, including building relationships with reporters, pitching stories, and coordinating interview requests.
- Write press releases, press advisories, statements, op-eds and letters to the editor.
- Organize press events, including press conferences and press conference calls and webinars.
- Work closely with colleagues at the Center on Budget and Policy Priorities, State Priorities Partnership, and the Economic Analysis Research Initiative (EARN).
- Manage WVCBP’s website and blog, ensuring content is accessible, timely and well organized and work to increase site traffic.
- Develop and implement a plan for communicating with email subscribers regularly, working to increase the size of the organization’s email lists.
- Compile WVCBP’s weekly newsletter.
- Edit materials produced by policy analysts on complex topics to ensure the materials can be easily read and understood by media, policymakers and advocates.
- Edit blog posts, reports, issue briefs, website content and other materials.

**Special Events**

- Plan annual Budget Breakfast which takes place in January/February.
- Organize Summer Policy Institute which takes place in July.
- Coordinate meetings of the WVCBP board of directors (quarterly) and advisory committee (annually).
- Plan and execute events and webinars (Zoom) for staff and special projects.

**Development**

- Maintain Constant Contact email database.
- Oversee grant management and writing.
- Write and submit grant reports.
- Produce the annual report and reach impact report.
- Follow up and pursue on potential new sources of funding.
Office Management

- Order office supplies.
- Handle a variety of miscellaneous administrative tasks.

Minimum Requirements

- Strongly articulated interest in and commitment to progressive social and economic change in West Virginia.
- Bachelor’s degree preferred.
- Excellent writing and editing skills that demonstrate ability to simplify complex information.
- Self-motivated, creative thinker with the ability to work both independently and as part of the team.
- Knowledge of public policy.
- Able to perform assigned duties in a time-efficient manner.
- Familiarity with visual design tools such as Tableau and InDesign preferred.
- Ability to create visual and multi-media products that communicate WVCBP’s work preferred.
- Ability to provide visual content from WVCBP events, such as photography and graphics preferred.

Compensation and Salary
The starting salary for this position is $45,000 and commensurate with experience. The WVCBP offers a competitive compensation package which includes a generous vacation and sick leave policy, a sabbatical program, fully paid health, dental, vision and life insurance, and a retirement plan with employer match. Interested candidates are encouraged to forward their resumes to info@wvpolicy.org. This position has the flexibility to be part or full time depending on the applicant and the WVCBP’s needs.

Equal Employment Opportunity
The West Virginia Center on Budget and Policy is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

Applicants with Disabilities
Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.