



## **Marketing and Communications Assistant Coordinator**

### **About the Campaign**

The National Campaign to Prevent Teen and Unplanned Pregnancy works to ensure that all children are born into families committed to and ready to raise the next generation. Our 2026 goals are to: 1) reduce teen pregnancy by 50 percent; 2) reduce unplanned pregnancy among women age 18-29 by 25 percent; and 3) reduce racial/ethnic and socioeconomic disparities in teen and unplanned pregnancy rates by 50 percent. We address the complex factors that lead to unplanned pregnancy through policy, research, capacity building, convening, and strategic communications. We approach our work in an evidence-based, bi-partisan, non-ideological way. We focus on 5 strategies critical to reducing teen and unplanned pregnancy: 1) Make it the norm among young people to act consistently with their decisions about when and if to get pregnant. 2) Ensure that all young people have a trusted adult or social network with which they can discuss sex, relationships, and their futures. 3) Ensure that everybody has reliable, resonant, and accurate information about sexual health, including all contraceptive methods. 4) Ensure that everybody has full access to the full range of contraceptive methods within 60 minutes of where they live. 5) Make pregnancy planning standard practice in settings influential in the lives of young people, such as education.

### **Position Description**

The National Campaign to Prevent Teen and Unplanned Pregnancy seeks a creative, confident, and organized team player to serve as Assistant Coordinator for the Marketing and Communications department. The Assistant Coordinator is responsible for helping the department on various tasks including, but not limited to, writing communications materials, assisting with media relations activities and event planning, database management, news gathering, departmental reporting, and other administrative duties as assigned. This is a multifaceted position that provides the assistant coordinator numerous opportunities to develop their skills as a communications professional. The Assistant Coordinator reports directly to the Vice President of Marketing and Communications.

Specific duties of the position include:

- Monitoring the news for stories in which The National Campaign and its subsidiary properties are mentioned, as well as helping with organizing and distributing daily news clips and monitoring trends within the contraception and reproductive rights space.
- Assisting with monitoring and tracking The National Campaign's media coverage.

- Helping to maintain and support all communications activities.
- Preparing and helping to write communications and marketing materials, such as blogs, media alerts, news releases, brochures, fact sheets, one-pagers, and marketing promotional materials.
- Assisting with planning and logistics of department events, such as press conferences, media advisory group meetings, and media outreach events.
- Collaborating with other National Campaign departments particularly on the social media front; managing our video clips, media contact database, departmental tracking systems, and other duties as assigned.

## **Qualifications**

The ideal candidate will be a college graduate with at least one year of work experience, or several related internships, preferably in the area of communications and marketing. A passion for news is essential, including a strong interest in marketing and communications activities. Must have excellent written and verbal skills and be a team player. Must be well organized, able to follow through and meet deadlines, and have strong administrative skills. Must be a self-starter who can solve problems creatively, multi-task productively, and pay meticulous attention to details. Some travel is required.

**Note:** Position is available June 1, 2017

## **Salary and benefits**

This is a non-exempt position. Salary is commensurate with experience and The National Campaign has an excellent benefits package. The National Campaign is an Equal Opportunity Employer.

**Please send a cover letter, resume, writing sample, and salary history to:**

[recruitment@thenc.org](mailto:recruitment@thenc.org)

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The National Campaign to Prevent Teen and Unplanned Pregnancy  
1776 Massachusetts Ave. NW, Suite 200  
Washington, DC 20036