

PROJECT ASSOCIATE/WRITER

for East Bay firm dedicated to social change through creative and strategic support of the nonprofit and public sectors.

Fern Tiger Associates (FTA) is seeking a creative, progressive, and socially-committed individual to work with our fast-paced, dynamic firm. For over 29 years, FTA has worked to bring about positive social change by working with communities and progressive organizations to better communicate their purpose and vision, to make their programming more effective, and to strengthen the organization from within. We offer a wide range of services, borne out of expertise in organizational effectiveness, research and public policy, community building, civic engagement, and strategic planning and communications. Our firm is comprised of talented staff who were educated in various disciplines and who possess a wide range of skills and experience, enabling us to work with clients in unique and creative ways, resulting in long-term relationships and a portfolio that includes a multitude of award-winning work.

JOB DESCRIPTION/SKILLS

FTA works with a wide array of clients who cover a broad range of social issues and who seek our firm's expertise in multiple arenas, including (but not limited to): strategic planning; communications design, planning, and implementation; community engagement; and graphics. The Project Associate's responsibilities vary according to each project but are likely to include:

- conducting interviews;
- facilitating meetings and focus groups;
- assessing organizational strengths and weaknesses;
- conducting and analyzing quantitative and qualitative research;
- analyzing the direction of specific fields or social arenas (e.g. child care, violence prevention, healthcare, economic development, the arts, public education, housing);
- writing press releases;
- drafting reports and strategic assessments;
- developing work plans and budgets; and
- occasional grantwriting and reports to foundations.

The candidate should exhibit exceptional writing skills and must be able to think creatively and strategically. She or he should be well-organized and able to juggle multiple tasks and work on multiple projects simultaneously. This is a professional position demanding evening and weekend work to meet deadlines and to attend or facilitate public meetings and interface with community groups. Some travel may be required.

EXPERIENCE

The candidate must have a minimum of 10 years experience in similar work. She or he must have experience seeing complex projects through to completion, and must demonstrate evidence of strategic thinking, problem-solving, and project implementation. The candidate must have extensive writing experience in multiple arenas and for diverse audiences. He or she must also have experience working with (or in) the nonprofit or public sectors or possess a deep understanding of those sectors. (Other helpful experience: grantwriting, public/community relations, media relations, community organizing, public policy, planning, and/or journalism/photojournalism.)

EDUCATION

Graduate degree or equivalent work experience beyond B.A./B.S. (Journalism, Public Policy, Planning, Business, Social/Cultural Anthropology, Communications)

OTHER

The candidate must desire a fast-paced, dynamic work environment and possess a strong work ethic. He or she must also demonstrate a commitment to community building and an appreciation for, and interest in, the challenges faced by nonprofit and public sector organizations. The candidate must possess a passion for social change.

SALARY

To be determined, depending on experience.

Mail or fax resume and cover letter to:
Fern Tiger Associates/Project Associate
201 Clay Street, Ste. 290
Oakland, CA 94607
Fax: 510-763-8368

If sent electronically, send as one document (letter and resume as combined file only; separate documents will not be accepted). A PDF is preferred.
Send to fern@ferntiger.com.

DEADLINE: ASAP

For more information about Fern Tiger Associates and the clients and communities we serve, please visit our website at www.ferntiger.com.