

Job Description: Associate (Communications)**Bennett Midland LLC**

Bennett Midland LLC is a consulting firm that works exclusively in the civic sector. We support government agencies, non-profit organizations, and philanthropies to design and implement new programs, initiatives, and services; solve operational problems; and develop effective management strategies. We work on issues such as criminal justice and justice reform, government innovation, health and human services, urban planning, and economic development. We are committed to building a stronger civic sector that advances equitable outcomes across these issue areas. Our work environment is hard-driving, supportive, and committed to outstanding results and the enjoyment of work.

We are seeking a new team member at the associate level with communications experience to help our partners and clients identify, synthesize, and share insightful information about their work, as well as contribute to other projects spanning strategic planning, operations, and program management. Working closely with the Senior Manager and Communications Lead as well as other colleagues across the firm, this new team member would contribute to a portfolio of work focused on Bennett Midland's clients who are developing and implementing cutting-edge solutions to problems faced by cities across the world, including supporting Bloomberg Philanthropies' e311 program that helps cities navigate the complex world of federal assistance to fund projects that address the most urgent needs of residents.

This role may be particularly appealing to professionals interested in both crafting accessible, strategic communications and immersing themselves in the details of policy and programmatic work, with opportunities to work hand in hand with practitioners in the civic sector.

Responsibilities

- Researching and analyzing the work of our partners to identify compelling stories around impact, best practices, and innovative solutions, even when the opportunities for storytelling are not obvious;
- Writing compelling and accessible summaries of programmatic work, new research, or regulations, in the form of summary reports, presentations, narratives, and press releases;
- Working directly with clients and partners to investigate and understand the "on-the-ground" work to ensure accuracy, depth, and accessibility of written products;
- Establishing productive working relationships with practitioners inside government and non-profits and animating them about communications and learning opportunities;
- Creating digital strategy, content, and assets as needed (*e.g.*, for clients' websites, social media platforms, and communication with member cities and organizations);
- Cultivating peer learning communities and coalitions through regular updates, newsletters, social media, and webinars;

- Creating and delivering best practices for communications training in one-on-one and group settings with both internal project teams and outside partners;
- Contributing to the development and maintenance of Bennett Midland's internal communications strategies (e.g. website, case studies, email blasts, and social media presence); and
- Assisting on other projects as assigned.

Qualifications

We seek energetic, engaged professionals with a minimum of one to two years of work experience, with a focus on communications, and outstanding writing and interpersonal skills. In addition to looking for communications experience relevant to the responsibilities described above, other key qualifications include:

- Demonstrated interest or direct work experience in public policy, public administration, non-profits, and community-based organizations;
- An interest in and commitment to building deep relationships with clients and leaders in the civic sector to understand their work and perspectives;
- Capacity to conduct policy analyses and deeply understand social issues in their historical and systemic context, with a strong interest in racial and socioeconomic equity and addressing structural racism as a cross-cutting issue;
- Ability to work with people from a diverse range of backgrounds and a commitment to a collegial workplace in which work is collaborative and colleagues support one another;
- A receptivity to constructive feedback and a desire to critically engage with ideas and work products through collaboration and iteration;
- Strong skills in project and task management across simultaneous engagements;
- Highly proficient in Microsoft Word, Excel, and PowerPoint; and
- An undergraduate degree.

Additional information

Our firm values diversity and is proud to be an equal opportunity employer. Bennett Midland is committed to consistently building and supporting a team that reflects a range of experiences, ages, gender identities and expressions, racial and ethnic identities, sexual orientations, and physical capabilities. We work to actively promote and build a work culture that enables all our employees to achieve their full potential.

Bennett Midland offers a competitive compensation and benefits package including medical and dental coverage, two weeks of paid time off for new employees (increasing to three weeks after a full year of tenure), ten paid holidays, paid time off between December 24 – January 1, commuter benefits, and a generous 401(k) matching program.

Application instructions

To apply, please send your resume and a cover letter to communicationsassociate@bennettmidland.com with your full name in the subject line.

No telephone calls, please. Only applicants selected for interviews will be contacted.