

JOIN OUR TEAM!

Are you interested in creating a better, more equitable future for communities? Are you passionate about public engagement? So are we!

We are looking for a full-time Project Associate who can grow with us professionally and bring outreach, marketing and technical skills to our great team. Come collaborate with a creative team of communicators, planners, graphic designers, and marketers to make positive change in our communities!



What You'll Get to Do in This Position

You will gain experience with many different clients in a wide variety of sectors, including transportation, land use and housing, water, and sustainability. Here's what a few days as an Associate at Circlepoint could look like ... creating social media posts about conservation for a water department, organizing a webinar on organics recycling for a city, spending a day in the field talking to community members about a transportation improvement project, drafting construction updates for a new housing development, and contacting community-based organizations to encourage their participation in a community planning effort. If you like working on diverse projects for public agencies in a fast-paced, fun environment, this job is right for you!

- Write compelling copy for websites, flyers, brochures, newsletters, and more
- Organize and staff community event tables and pop-ups
- Interact with the public
- Plan community workshops and meetings (in-person and virtual)
- Facilitate community conversations
- Manage social media (writing, posting, analytics)
- Review and summarize community input
- Write communications and engagement plans
- Conduct stakeholder research and understanding
- Integrate equity and inclusion across all products and initiatives
- Develop in-depth knowledge of different markets and client business needs

The Ideal Candidate

- 3+ years of experience working in a communications, marketing or community engagement capacity – preferably dealing with transportation, land use planning, sustainability, or water
- Stellar writing capabilities
- Ability to translate complex concepts into accessible and understandable format
- Excellent communication and presentation skills
- Strong organizational and time management skills
- Careful attention to detail and proofreading
- Self-starter and motivated to learn
- Comfortable working independently and in collaboration with a team
- Critical thinker – willing to ask questions, with sound reasoning and judgement
- Strong interpersonal skills and confidence when speaking to the public
- Proficiency with Microsoft Word, Excel, and PowerPoint.

Other Desirable Skills include:

- Proficiency and experience in online tools and engagement
- Skilled in all Adobe suite of products
- Experienced with Mailchimp, Constant Contact or similar database
- Familiarity with WordPress website platform and ability to support minor text edits
- Ability to develop and maintain project web pages
- Multi-lingual



How to Apply

Location negotiable – Circlepoint has offices in Oakland, San Jose and Orange County. Please email a statement of interest and a resume to careers@circlepoint.com.

circlepoint.com

Benefits

You will be part of a culture that embraces flexibility, fun, mentorship, and professional development, along with working hard and delivering for our clients. Circlepoint also places a high value giving back to our communities and promoting diversity, equity, and inclusion and integrates that into our day-to-day culture.

Circlepoint offers excellent salary and opportunities for growth and advancement. Additional benefits include: excellent health insurance options, generous holiday and vacation package, 401K matching, gym membership reimbursement, and frequent training opportunities.

The salary range for this position is \$70,000-\$85,000 annually depending on experience.

Circlepoint is proud to be an Equal Opportunity Employer.