



Job Title: Communications Associate

Location: Jackson, MS

Reports to: Communications Director

Classification: Full-Time Associate (Exempt)

Supervisory Function: No

Job Summary:

The Communications Associate supports the Foundation for the Mid South's strategic priorities by executing internal and external communications under the direction of the Communications Director. This role helps translate strategy into clear, consistent messaging across digital, print, and stakeholder-facing channels and supports storytelling, campaigns, and communications operations that advance the Foundation's mission and regional impact.

Key Responsibility:

Content & Storytelling

- Draft and edit content for newsletters, email campaigns, website updates, blog posts, and print materials
- Support messaging aligned with the Foundation's strategic priorities and initiatives
- Collect and shape stories from programs, grantees, partners, and staff
- Assist in translating impact and outcomes into accessible narratives
- Support routine website updates, including page edits, content uploads, and basic content maintenance

Digital & Social Media

- Support content scheduling and posting across social media platforms
- Draft platform-appropriate copy and basic graphics using tools such as Canva and Adobe
- Monitor engagement and assist with basic performance summaries
- Support accessibility best practices, including alt-text and captions

Communications Support

- Draft press releases, announcements, and media materials for review
- Maintain media lists and communications contact databases
- Support internal communications and staff updates
- Help ensure brand consistency across all communications
- Assist with preparing communications reports and summaries for leadership and board materials, as directed
- Support communications materials for fundraising efforts and donor-facing campaigns, as directed

Events & Campaigns

- Provide communications support for events, campaigns, and special initiatives
- Assist with event promotion materials, invitations, and post-event communications
- Support communications for events, campaigns, and special initiatives
- Assist with promotional materials, invitations, and post-event recaps
- Coordinate with internal teams to gather assets and timelines

Administrative & Project Support

- Maintain communications calendars, trackers, and content archives
- Support workflows, deadlines, and approvals
- Coordinate with staff to gather information and meet timelines

Competencies Required:

Mission Alignment:

- You lead by example, demonstrating a strong commitment to The Foundation's mission and values.
- You motivate and inspire your team to work towards the common mission.
- Your leadership inspires your team to work towards our common mission, fostering a sense of purpose and commitment.
- You align your team's goals and objectives with our broader organizational strategy, driving collective success.

Effective Communication:

- You clearly and consistently communicate organizational goals, priorities, and changes to your team.
- Your open and transparent communication fosters trust and encourages collaboration among team members.
- You provide constructive feedback and guidance to help your team members improve their communication, enhance their skills, and address any concerns with their performance.

Project Management:

- You understand how your team's activities contribute to the overall functioning of the organization.
- Your ability to identify opportunities for process improvement and efficiency within your team drives organizational effectiveness.
- You anticipate and address potential challenges or barriers to achieving team objectives by considering the broader organizational context.

Analytical Ability:

- You analyze data and performance metrics to evaluate departmental effectiveness and identify areas for improvement.
- Your ability to synthesize complex information enables you to develop actionable insights and recommendations to help achieve The Foundation's goals.
- You provide guidance and support to your team members in developing their analytical skills and leveraging data to achieve departmental goals.

Coaching:

- You provide constructive feedback and guidance to your team members, helping them develop their skills and achieve their professional goals.
- Your coaching approach is tailored to the individual needs and preferences of each team member, promoting their growth and development.
- You create a supportive and empowering environment where team members feel encouraged to take initiative and pursue continuous learning.

Qualifications:

Education: Bachelor's degree in Communications, Marketing, Journalism, Public Relations, or a related field (or equivalent experience)

Experience: 3+ years of experience in communications, public relations, journalism, or digital content development; nonprofit or mission-driven experience preferred.

Skills:

- Strong writing and editing skills.
- Experience supporting communications plans or campaigns.
- Experience managing social media content.
- Familiarity with digital tools such as Canva, Adobe, CMS platforms, SharePoint, and email tools.
- Strong project management skills.
- Experience in a nonprofit or advocacy organization preferred.

Ethics & Integrity:

- High level of professionalism and ethical standards, with a commitment to confidentiality and integrity in managing sensitive information.
- Strong understanding of regulatory requirements and adherence to compliance guidelines.

Salary Range: \$38,500 – \$55,000

Benefits: Competitive salary and benefits, including 401(k) retirement savings and planning, medical, dental, vision, life, AD&D, vacation, and paid holidays. Other benefits include cell phone and gym reimbursement, education assistance, and professional development.

Qualified applicants should submit a letter of interest and resume to careers@fndmidsouth.org. All materials should be addressed to the attention of Meshelle Rawls, VP of People & Culture. Candidates invited to move forward in the hiring process should be prepared to submit a writing sample and references.

Physical Requirements and Working Conditions. This position is primarily office-based and may require occasional travel.

This job description may not include all assigned duties, responsibilities, or aspects of the job described. It may be amended at any time at the employer's sole discretion. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

This position requires a valid state driver's license, a safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.

The Foundation for the Mid South is an Equal Opportunity Employer committed to diversity. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion, or sexual orientation. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status, or any other basis as protected by federal, state, or local law.

About the Foundation:

Founded in 1990, the Foundation for the Mid South is a regional foundation that improves individuals and communities by bringing people together, strengthening communities, and multiplying resources. By working with a wide range of resources, skills, and talents, the Foundation strives to nurture families and children, improve schools, and build economies for all throughout Arkansas, Louisiana, and Mississippi. For more information, please visit www.fndmidsouth.org.