



Director of Communications

Who We Are:

JoyRx Heals All.

At Children's Cancer Association (CCA), we believe Joy is an unlimited resource and undeniable right. We champion purple, but know Joy heals young patients of all colors, no matter what language they speak, where they hail from, or live—ensuring all have equal access to no-cost, Joy-based programming.

We champion our team of unique individuals to feel empowered and bring their full, authentic selves to the workplace, regardless of how one identifies.

At CCA, we know it takes more than medicine to treat cancer and serious illness. When a child is facing life's most challenging moments, it's not enough to try to fix their body—we must also help them heal emotionally.

For over 25 years, CCA has delivered programs to help young patients find their Joy. JoyRx® programs feature music, mentorship, and nature to create feel-good moments for seriously ill kids and help them positively shift their mood to relieve the sadness, anxiety, and isolation experienced during lengthy treatments and hospitalizations—transforming their pediatric healthcare experience.

Who you are:

The Director of Communications is responsible for developing and executing all official external and internal communications. You are a fantastic writer, editor, and storyteller. Your experience transcends channel delivery. You've never met an audience you didn't like. You have more than just a knack for elevating brand voice to capture share of voice. As part of CCA's Center of Excellence, this position provides communication strategy and content execution for all functions of the organization, e.g. Programs, Development, Human Resources, Executive. This position ensures consistency and brand adherence of communications to support CCA's vision and mission. The Director of Communication reports to the Vice President of Brand Marketing and has one direct report.

Essential Functions

- Work with Executive Team to develop an externally facing story and narrative
- Work with functional leaders to develop annual editorial calendar
- Lead the development and execution of an integrated communication strategy across all functions

- Work closely with digital partners to ensure strategic alignment of digital assets fully represent the Brand and key storytelling moments
- Develop annual strategy with and manage public relations agency partner
- Develop and align brand messaging across a variety of communications platforms
- Oversee the development and execution of communication content
- Craft narratives, messaging, scripts, and talking points for both internal and external speaking opportunities
- Collaborate with Program Leadership to gather stories from families and children served by CCA; selecting and inviting families to interview with media or publicly speak on behalf of the organization.
- Collaborate with Human Resources and Executive Team on corporate communication, internal employee targeted communication.

Skills

- Strong writing skills and editorial planning combined with speed, flexibility and attention to detail
- Ability to build and cultivate key relationships internally with multiple business partners and work well in a cross-functional team environment.
- High proficiency using Microsoft Office (Word, Excel, PowerPoint) and creating visually compelling presentation decks.

Education & Experience

- Bachelor's degree in Journalism, Communication, Marketing or similar.
- 7-10 years' experience of professional communication experience
- Direct writing experience in developing effective and engaging scripts and messaging for leaders and spokespeople
- Experience working for or managing agencies
- Experience managing direct reports

Competency Requirements:

- **Strategic Thinking** - Develop and maintain long-term plans and constantly measure progress against them.

- **Active Communication** - Actively seeks information from a variety of sources. Strong interpersonal and verbal/written skills.
- **Adaptability** - Flexible, adapt positively to change. Loves a constantly changing environment.
- **Planning and Organizing** - Prioritize multiple competing tasks, maximize use of available time, plan and organize for efficiencies, make efficient use of resources.
- **Relationship Building** - Enjoy being around people, recognize importance of and cultivate relationships.
- **Initiative** - Takes action without being prompted, provide unsolicited input, proactive.

Work Environment

This position is currently remote. Once in-office work resumes, this job operates primarily in a professional office environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without a reasonable accommodation.

Due to the nature of CCA's work with immunocompromised children, it is our responsibility to take every precaution possible to protect the health and safety of the children and families we serve. All CCA employees, regardless of work location, are required to receive COVID-19 vaccinations as recommended by the CDC, including any future boosters, unless a reasonable accommodation is approved.

Frequently operates a computer and other office equipment, such as a calculator, copy machine, and computer printer. This position requires the ability to perform basic math and speak, hear, write, and read English; occasionally and/or move up to 10 pounds.

Travel

This position requires some travel in the Portland Metro area.

Compensation:

CCA is a growth organization that looks for team members to grow with it. CCA offers a generous total rewards package, casual work environment and an inclusive culture. No matter the role, every CCA role shares one galvanizing message, to bring joy, comfort and inspiration to every child or teen in their moment of need.

Competitive benefit package and salary commensurate with experience, starting at \$85,000/year- \$90,000/year DOE. Generous benefits, including:

- Medical, vision, dental and alternative care benefits;
- PTO & nine paid holidays;
- Voluntary short- and long-term disability;

- Flexible spending plan;
- 401(k) with 3.5% CCA match;
- Paid four-week sabbatical after eight years of service;

Application Guidelines:

Complete the [application](#) through our application portal and answer the following two questions in your cover letter:

1. Tell us how your previous work history has prepared you for this role
2. Provide salary expectations

Position Type/Expected Hours of Work

This is a full time (40 hours/week) exempt position. Some flexibility in hours is allowed; days and hours of work are generally Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm. This position requires at times evening hours and weekend work.

General Information:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time with or without notice.

CCA believes that a diverse staff of qualified, highly skilled, and creative individuals is necessary to achieve the vision and mission of the organization. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.

CCA is an Equal Opportunity Employer committed to maintaining a non-discriminatory and dynamic work environment that values diversity and inclusion, respect and integrity, stakeholder focus, and innovation. AA/EOE/VETS/Disabled.