



CicLAVia is seeking an enthusiastic and detail-oriented full-time **Digital Communications Associate** to join our team and play a critical role in meeting CicLAVia's digital growth and fundraising goals.

Are you passionate about using digital storytelling to support our mission—creating joyful, car-free streets and more connected neighborhoods across Los Angeles? Your work will help grow our audience, deepen community engagement, and support fundraising efforts that keep CicLAVia free and open to all.

This position reports directly to the Digital Communications Manager while supervised by the Chief Impact Officer and working with the full CicLAVia team. This role involves building and maintaining our website content and digital media, copy and content creation, and supporting various marketing communications. **Responsibilities include:**

- **Website:**
 - Build and update general website and event pages
 - Ensure all website copy is accurate, engaging, and aligned with brand voice
 - Communicate with various teams and stakeholders for construction and maintenance of webpages
- **Content Creation:**
 - Assist in creation + editing of written content such as our Local Gems event blog
 - Draft social media posts, including recurring event-related content and supplementary brand awareness campaigns
 - Draft and proofread communications, presentations, and internal materials
- **Digital Media:**
 - Maintain organization of extensive photo library across Flickr and Canto
 - Support the Digital Communications Manager with capturing on-the-ground CicLAVia Sundays content and occasional additional events
- **Quality Assurance and Proofreading:**
 - Review all communications for accuracy, clarity, and consistency to ensure that all messages are free of errors and align with brand standards
- **Team Collaboration:**
 - Work closely with the Digital Communications Manager, graphic designer, and development team to implement communication strategies
 - Assist in gathering content and feedback from various departments
 - Stay informed about industry trends and best practices
 - Assist with additional projects and initiatives as needed
- **Deadline Management:**
 - Ensure all tasks are executed on time using project management tools
 - Coordinate with team members to meet project timelines and deadlines



Qualifications

- Commitment to the mission and work of CicLAvia along with a strong desire and ability to work as part of a fun, creative, and entrepreneurial team
- Min 2 yrs work experience with long-form writing, copyediting & digital content creation
- Strong verbal communication and collaboration skills
- Proficient use of Canva, Google Suite, Microsoft Office, Apple products, and Asana, as well as communication platforms and tools. HTML experience is a plus
- Possess a strong work ethic with a high sense of responsibility within a fast-paced, deadline-driven, dynamic team environment
- Ability to work independently and manage multiple projects simultaneously
- Must be able to handle sensitive matters and exercise excellent judgment
- An eye for photography and photography skills are a plus
- Multilingual fluency is a plus

Frequently cited statistics show that women, trans, and nonbinary people, BIPOC, and other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. CicLAvia encourages you to break that statistic. No one meets 100% of the qualifications.

This is a full-time non-exempt position with benefits:

- Salary: \$28/hr
- Medical insurance: CicLAvia covers 100% of employee costs. Begins 60 days after your start date
- 8 paid Federal holidays
- 6 paid days of sick time per calendar year (accrues monthly)
- CicLAvia team takes the end of year holiday between Christmas and New Year's as quiet time (essential work only related to End-of-Year fundraising campaigns and community management)
- Two Weeks Paid Vacation (accrued monthly, can start using 90 days after start date).
- Public transportation stipend available
- Monthly phone stipend available
- Flexible hybrid working model combining remote and in office work
- On-going opportunities for professional development

EQUAL OPPORTUNITY

CicLAvia is committed to cultivating a team that reflects the rich diversity of Los Angeles. We do not discriminate on the basis of race, color, national origin, religion, age, sexual orientation, gender identity, marital or domestic partner status, veteran status, medical condition, mental or physical disability which would not prevent the performance of essential job duties without reasonable accommodation.

To Apply: Please fill out this brief [google survey](#) including resume and 2-4 work samples (min 1 writing + 1 social post) upload. For questions, please email jobs@ciclavia.org with the subject line "Communications Associate". No phone calls please. **We will be accepting applications until the position is filled.**



About CicLAvia: *CicLAvia is a 501(c)(3) non-profit that catalyzes vibrant public spaces, active transportation, and good health through car-free streets. CicLAvia engages with people to transform our relationship with our communities and with each other.*

Since 2010, CicLAvia has produced 60 public, car-free street events attended by more than 1.8 million people who have explored over 300 miles of urban streets in Los Angeles County. CicLAvia inspires people to see and experience Los Angeles and their fellow Angelenos in new ways. This builds familiarity, enthusiasm, and community that can be leveraged to help guide the future of Los Angeles. For more information, please visit www.ciclavia.org.