

## Marketing and Communications Associate

[Convergence Center for Policy Resolution](#)

Remote, ASAP

Convergence is the leading organization bridging divides to solve critical issues. Through our time-tested collaborative problem-solving methodology, we bring people together across ideological, political, and identity lines to improve the lives of Americans and strengthen democracy.

We are a highly collaborative, flexible, and relationship-driven team, where every member contributes to our mission with adaptability, a strong work ethic, and open communication. We value diverse perspectives – including political, cultural, and lived experiences – and believe that constructive disagreement makes our work stronger.

We are seeking a **Marketing and Communications Associate** to join our team and support Convergence's communications, digital media, and events. The ideal candidate is detail-oriented, creative, and motivated to amplify Convergence's mission and impact, while embracing and enhancing our collaborative and inclusive workplace culture.

## Responsibilities

### Digital Media and Marketing

- Create digital content including video, copy, and visuals, to grow Convergence's and Convergence Compass's social media presence on X, LinkedIn, Facebook, Instagram, and TikTok
- Provide important insights into communications and marketing strategies
- Coordinate paid marketing on social media and Google ads
- Assist with list management and email marketing
- Assist with website design and updates
- Assist with monitoring Convergence's online presence

### Communications

- Perform communications-related research
- Maintain editorial and social media calendars
- Create designed materials (reports, slide decks, brochures, one-pagers, etc.)
- Copyedit and proofread written materials
- Collaborate on writing compelling content for blog posts, newsletters, etc.
- Participate in team meetings and monthly staff meetings
- Provide general administrative support as needed



## Event Support

- Support creation and production of event materials (e.g., agendas, signage, slide decks, name badges, and handouts)
- Capture photos and short videos during events and support post-event content creation (editing photos, compiling short-form videos for social media, etc.)
- Assist with event communications, including drafting or copyediting event invitations, reminder emails, and post-event follow-ups, as well as posting event content to social media when needed
- Occasional research and outreach to potential venues, caterers, and vendors; track options and logistics
- Support tech logistics for virtual events
- Support scheduling and notetaking for internal and external event planning meetings
- Other duties as assigned

## Preferred Qualifications

- 1-3+ years of relevant experience in communications, marketing, or a related field
- Bachelor's Degree (e.g., Communications, Marketing, Journalism, Political Science, Public Policy, Linguistics, or related)
- Strong writing, research, and communication skills, with the ability to convey complex ideas clearly and effectively
- Awareness of news and current events with the ability to thoughtfully connect communication efforts through a nonpartisan lens
- Flexible, proactive, and organized; able to manage multiple priorities independently or within a team
- Demonstrated ability to remain neutral and work effectively across wide-ranging perspectives and ideological viewpoints, with strong skills in crafting communications that resonate across diverse audiences
- Strong interpersonal skills and emotional intelligence
- Experience managing social media accounts and tools (e.g., Hootsuite, Sprout, etc.)
- Experience with email marketing platforms (e.g., Mailchimp, Drip, Constant Contact, etc.) and basic website management
- Comfortable using remote collaboration tools (Slack, Microsoft 365, Asana) and commitment to timely, reliable communication
- Embodies Convergence's culture described above and brings a sense of humor, flexibility, and a collaborative work ethic

## Position Details

- **Compensation:** Salary will be based on experience, skills, and location with a target starting salary of \$48,000 - \$52,000 per year
- **Title:** Marketing and Communications Associate
- **Reporting:** This position reports to Convergence's Communications Manager

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- **Benefits:** Comprehensive benefits package, including health, dental, vision, long-term disability, and life and AD&D insurance, generous paid leave, 401k retirement plan, and a monthly stipend for work from home expenses
- **Location:** All Convergence employees are remote. Candidates are welcome to apply regardless of location, though **preference will be given to those in the Washington, DC area**. Occasional travel will be required to attend Convergence events.
- **Work Authorization:** Applicants must already be authorized to work in the United States for any employer without the need for future visa sponsorship.

## How To Apply

Please **submit your application as soon as possible**; the final deadline is Thursday, November 20, 2025.

Email your application to [jobs@convergencepolicy.org](mailto:jobs@convergencepolicy.org) with “Marketing and Communications Associate” in the subject line. Applications should include:

- 1) Resume
- 2) Tailored cover letter
- 3) Short writing sample
- 4) Design sample

Please indicate your salary requirement, where you are based, and where you saw the job posting in either the body of the email or in the cover letter. No phone calls please.

*Convergence values a wide range of perspectives and experiences and strongly encourages applications from people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, veterans, foreign-born residents, and individuals across the political and ideological spectrum. Convergence is an equal opportunity employer, and hiring decisions are made without regard to race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any other category protected by law.*