

Communications Assistant

Lacey, Wash.

Are you a perceptive, creative writer and thinker who is well organized with an attention to detail? Do you have a talent for mining resources to create savvy blogs and social media posts and an eye for identifying compelling images to complement them? Then we want to hear from you!

Who we are

With great projects and a fun-loving team, SCJ has been named as both one of the nation's fastest growing and best places to work in recent years. We specialize in civil engineering, transportation planning & design, environmental & urban planning, landscape architecture & design, and public outreach. Our mantra "Anticipate. Envision. Create" captures our work environment and project approach.

What you'll be doing

- Identifying and creating content, written and visual, for both internal and external audiences. This includes our Intranet, website, social media, blogs and more.
- Managing our Intranet and assisting with website management.
- Managing internal and external editorial calendars.
- Writing, editing, and distributing press releases.

What you bring

- Strong writing and editing skills with a demonstrated ability to translate complex, complicated topics into clear, compelling content.
- Outstanding interpersonal skills and ability to work effectively and collaboratively with coworkers.
- High degree of organization and attention to detail; a commitment to high-quality work.
- Demonstrated understanding of website and social media design/management and the tools and techniques used to create effective, well-organized, user-focused experiences.
- Ability to prioritize projects, handle multiple tasks, and meet deadlines with accuracy in a fast-paced environment while maintaining a calm and professional demeanor.
- Degree in communications, journalism, public relations or related field (comparable work considered).
- Working knowledge of graphics software, including Photoshop, a plus.

What we bring

- [An unbeatable culture!](#) Firm-wide campouts, [mugshots](#), gold-medal [costume competitions](#)... you'll love coming to work.
- [Quality projects](#). We pursue work that improves communities, challenges us, and makes a difference.
- [Community involvement opportunities](#) and a charitable matching program.
- A part-time schedule (25-30 hours a week).
- Paid time off for sick leave and vacation.
- 401(k) matching plan; Life & disability insurance; Employee Assistance Plan (EAP); Transit/rideshare stipend.

Visit scjalliance.com/careers to apply.