



FABLE COMMUNICATIONS JOB DESCRIPTION

Job title: Communications Strategist + Project Manager

Full-time (32 hours/week), hybrid remote/in-person, New Mexico or Colorado

Flexible schedule, benefits eligible

\$35-\$40K annually + bonuses and commissions

Fable Communications is seeking a Communications Strategist + Project Manager to join our small, dynamic team of committed communications practitioners, working to support projects, nonprofits, government agencies, and businesses that share our commitment to lasting change. As a company, we value intellectual honesty, humor, creativity, and smart work.

The ideal candidate is a spirited individual who is able to utilize writing and design to support stakeholder engagement campaigns across industries and sectors.

About Us

Fable Communications is a Public Affairs and Strategic Communications agency firmly planted in the West. Headquartered in Albuquerque, New Mexico, on Tiwa land, the Fable team is spread across several states. We are dedicated to finding innovative ways to tell the critical stories to change systems. To learn more about Fable, please visit createyourfable.com.

About You

- Adept at nurturing deep, lasting client relationships
- Committed to bold ideas and meaningful progress
- A stellar writer with a keen understanding of how to use writing and design persuasively
- Brag-worthy attention to detail
- Talented with all social media and not scared of new technology and platforms
- Collaborative mindset with excellent interpersonal skills
- Previous agency or in-house communications experience
- Highly organized with a track record of managing multiple projects and deadlines

What You'll Do

As the Communications Strategist + Project Manager, you will be a critical part of the team, as well as the glue that holds a lot together - for Fable and our clients.

- Ideate, individually and collectively, on strategies that will help clients win
- Develop messaging and content, including marketing emails, social media posts, web content, earned media, blog posts, etc.

- Take the lead on organizing our team's time and energy, ensuring that nothing falls through the cracks
- Regularly meet with clients, in-person and virtually
- Create and manage communications plans, reports, and other supporting documents
- Develop industry-specific media relationships and pitch outlets as necessary

Fable is committed to a collaborative and inclusive work environment. We strongly encourage applications from Black people, Indigenous people, and other people of color, immigrants, LGBTQI+ and two-spirit people, and individuals of multiple backgrounds and identities.

We offer health insurance and a flexible working schedule. Interested parties are encouraged to apply in confidence by submitting their resume, cover letter, portfolio, and anything else that would help us to get to know you. Please email hello@createyourfable.com.