



Senior Communications Consultant

Start Date: Open
Classification: Exempt, full-time, and onsite position (San José)
Schedule: Monday-Friday and some evenings or weekends may apply
Salary Range: Commensurate with experience
Benefits: Eligible for medical, dental, vision, 401k, etc.

About Voler Strategic Advisors

Voler Strategic Advisors is a multilingual communications and public affairs firm serving leaders across public education, government, nonprofit, and corporate sectors throughout California. We help organizations build trust, navigate challenges, and communicate with clarity, credibility, and impact.

Position Overview

Voler Strategic Advisors is seeking an experienced communications professional who excels at building relationships, developing compelling narratives, and providing strategic communications counsel.

The Senior Communications Consultant will support clients across a variety of communications needs, including messaging, media relations, content development, marketing communications, stakeholder engagement, public affairs, and crisis communications. This role works closely with organizational leaders to strengthen reputation, elevate visibility, and help clients communicate effectively during both opportunities and challenges.

The ideal candidate is a strong writer, strategic thinker, trusted advisor, and client-focused communicator who thrives in a fast-paced consulting environment.

Key Responsibilities

Strategic Communications & Client Support

- Serve as a trusted communications advisor to clients and organizational leaders.
- Develop and implement communications strategies that support organizational goals and stakeholder engagement.
- Provide strategic counsel on communications opportunities, reputation management, and emerging issues.
- Build strong client relationships through professionalism, responsiveness, and sound judgment.
- Lead client meetings, provide recommendations, and serve as a day-to-day communications resource.



Storytelling, Marketing & Media Relations

- Develop compelling stories that highlight client impact, innovation, and leadership.
- Create content for websites, newsletters, social media, marketing campaigns, executive communications, and stakeholder outreach.
- Draft press releases, media statements, op-eds, talking points, and key messages.
- Identify and pitch story opportunities to media outlets.
- Build and maintain relationships with journalists, editors, and media contacts.
- Support thought leadership efforts that elevate client visibility and credibility.

Issues Management & Public Affairs

- Support clients in preparing for and responding to complex, sensitive, or high-profile issues.
- Develop messaging, FAQs, stakeholder communications, and rapid-response materials.
- Monitor media coverage and public sentiment and recommend communications strategies.
- Support stakeholder engagement, community outreach, and public affairs initiatives.
- Help clients navigate organizational change, major announcements, and public-facing initiatives.

What Success Looks Like

- Clients view you as a trusted strategic partner.
- Communications strategies help strengthen reputation, visibility, and stakeholder trust.
- Positive stories generate meaningful engagement and media coverage.
- Leaders feel confident and well-supported in their communications efforts.
- Complex issues are handled thoughtfully, professionally, and effectively.

Required Qualifications

- Bachelor's degree in Communications, Public Relations, Marketing, Public Affairs, Political Science, or a related field.
- A minimum of 5 years of professional experience in communications, public relations, public affairs, media relations, journalism, marketing communications, or a related field.
- Excellent writing, editing, presentation, and verbal communication skills.
- Experience developing communications strategies and content for diverse audiences.
- Demonstrated success in storytelling, media relations, and stakeholder communications.



- Experience supporting executives, organizational leaders, or client-facing communications initiatives.
- Strong interpersonal skills with the ability to build trust and credibility with clients and stakeholders.
- Ability to manage multiple priorities in a fast-paced environment.

Preferred Qualifications

- Fluency in Spanish or Vietnamese (written and verbal).
- Experience in an agency, government, education, or corporate communications environment.
- Experience supporting crisis communications, reputation management, or public affairs initiatives.
- Familiarity with community engagement, multicultural communications, and media monitoring tools.
- Experience using a variety of digital and marketing platforms, and media outreach and project management tools.
- Experience leveraging AI tools to support communications planning and content development.

Who You Are

- A strategic communicator and strong storyteller.
- Client-focused and skilled at building trusted relationships.
- Calm, adaptable, and solutions-oriented under pressure.
- Equally comfortable promoting positive stories and managing complex issues.
- Collaborative, proactive, and committed to delivering exceptional client service.

To Apply

Please submit your resume and cover letter (PDF format) to **HR@volersa.com** with the subject line:

Senior Communications Consultant Application.