



COMPASS GROUP MANAGEMENT JOB DESCRIPTION

JOB TITLE: Digital Media and Communications Specialist

REPORTS TO: Director, Communications

LOCATION: Costa Mesa, CA

Job Responsibilities:

The Digital Media and Communications Specialist will support the broader communication needs of the organization and take the lead on executing the organization's LinkedIn strategy to enhance brand awareness, engagement, and messaging consistency across all platforms. The Specialist will lead the day-to-day social media operations for the firm and also support various leadership LinkedIn accounts, helping to develop, execute and refine social media strategies. This role involves social media calendar management, content creation (including both copywriting and graphic design), engagement, and analyzing performance metrics while ensuring alignment with the organization's branding and strategic positioning. Additionally, the position will support the Director of Communications with some of the firm's broader communication needs, including corporate reports, press releases, and maintaining communications/marketing assets, while staying updated on industry trends to optimize outreach and engagement.

General Description and Duties:

To perform this job successfully an individual must be able to perform each essential task satisfactorily. The tasks listed below are representative of the knowledge, skill, and/or ability required to perform this job effectively.

- Maintain and enforce brand consistency across all platforms, ensuring alignment with established branding and messaging guidelines.
- Manage social media channels, leading strategy execution, research, content creation, engagement, and analytics reporting.
- Write and develop content that reflects the brand's voice, ensuring clarity and alignment with organizational goals.
- Provide graphic design support using tools like Canva, adhering to brand guidelines to create visually engaging posts.
- Support social media strategy development and execution for various senior leadership LinkedIn accounts, including content creation, scheduling, and analytics reporting.
- Stay updated on communications, marketing, and social media trends (including best practices, and platform updates) to optimize strategies and maintain relevance across communications channels.
- Provide copywriting and proofreading support for various business communications, including annual reports, sustainability reports, press releases, and quarterly earnings materials.
- Manage and maintain communication assets, including photo libraries, subsidiary marketing materials, and standardized templates.
- Assist in the preparation and proofreading of high-visibility content.



- Coordinate with website providers to manage minor updates, ensuring the website remains current and functional.
- Support in the building and refining of communication strategies through research, trend analysis, and attention to audience-specific needs.
- Strong collaboration with the Investor Relations team.

Projects and Other Duties:

- As assigned by manager

Position Qualifications:

- Expertise in managing social media channels, particularly LinkedIn, with a focus on strategy development, content creation, engagement and reporting.
- Exceptional writing, editing, and proofreading skills, with the ability to craft compelling and brand-aligned content across multiple formats and platforms.
- Proficiency in graphic design tools, such as Canva, to create visually appealing and on-brand social media assets.
- Strong understanding of branding and messaging.
- Analytical and research skills to evaluate performance metrics, market trends, and social media best practices to optimize strategies.

Minimum Education & Experience:

- Bachelor's degree in communications, Marketing, Journalism, or a related field.
- Minimum of 3 years of related professional experience.
- Proven experience managing social media channels, particularly LinkedIn, with a focus on strategy and audience engagement.
- Proficiency in graphic design tools such as Canva or Adobe Creative Suite to create high-quality content.
- Strong writing, editing, and proofreading background for diverse formats, including social media, corporate communications, and marketing materials.

Work Environment and Physical Demands of the Job:

- The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to remain in a stationary position at least 50% of the time; operate computers and other office equipment; and communicate and exchange information. The employee is occasionally required to reach with hands and arms. A computer terminal is used to access, input, and retrieve data. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.
- The job requires travel by air, train, and car travel, sometimes for long distances and extended periods of time.
- Travel up to 35%



Additional Important Information:

- Compass Group Management may make reasonable accommodation to enable individuals with disabilities to perform the functions of this job, unless doing so would result in undue hardship on Compass.
- This job description is subject to change and management reserves the right to assign or remove duties and responsibilities of this job at any time.

CODI CORE VALUES	
Integrity	▪ We will always choose the right way over the easy way
Collaboration	▪ We measure success as a team
Accountability	▪ We deliver against our commitments and take initiative each step of the way
Passion	▪ We have a strong will to succeed – an intense but graceful competitiveness
Humility	▪ We don't have all the answers, and we rely on strong, world-class, managers throughout the CODI family

Who are we:

With locations in Westport, CT and Costa Mesa, CA, Compass Group Management LLC manages the day-to-day business of Compass Group Diversified Holdings LLC and Compass Diversified Holdings (NYSE: CODI), a publicly traded entity that acquires, owns and manages a diverse set of highly defensible, middle-market businesses across the industrial, branded consumer and healthcare sectors. CODI leverages its permanent capital base, long-term disciplined approach, and actionable expertise to maintain controlling ownership interests in each of its subsidiaries, maximizing its ability to impact long-term cash flow generation and value creation. CODI provides both debt and equity capital for its subsidiaries, contributing to their financial and operating flexibility. CODI utilizes the cash flows generated by its subsidiaries to invest in the organization's long-term growth and has consistently generated strong returns through its culture of transparency, alignment and accountability. For more information, please visit www.compassdiversified.com