



JOB ANNOUNCEMENT
Position Closes September 18.2020

Position: Communications Coordinator
Status/Hours: Full-time; hourly; non-exempt; 40 hours per week
Location: Candidates must reside in California
Remote work while Shelter in Place then office in Sacramento
OR
Remote work permanently with commitment to be present in the office for an agreed upon number of days per week or month depending on place of remote work.

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations and allied groups. With offices in Sacramento, the Partnership's diverse membership spans the entire state. Through our public policy, communications and capacity-building efforts, we align prevention and intervention strategies to advance social change.

The primary duties of the Communications Coordinator include

1. Implement the Partnership's brand, core messages and public relations strategies to increase visibility among key audiences, including policy makers, our Members, related social justice coalitions, funders, donors, as well as the general public
2. Create and implement communications and branding strategies in coordination with manager including production of print and electronic publications, social media, website content,
3. Ensure consistency and cohesion in communications efforts, providing communications assistance to other personnel
4. Manage work of outside vendors supporting publications and communications initiatives
5. Support the advancement of the Partnership's advocacy agenda in the media
6. Support the image of the organization including, but not limited to: contributing to the press distribution list, cultivating media contacts, updating organizational press kit, preparing news releases and OpEd articles, pitching news pieces, organizing press conferences, etc.
7. Monitor media outlets for coverage pertaining to domestic violence, the Partnership, our Members and/or related matters
8. Develop messaging for public speaking engagements, write and edit talking points, scripts and other communications as needed
9. Remain current on developments concerning domestic violence awareness and communications initiatives; support Partnership awareness campaigns and other promotional efforts
10. Assist with fund development by coordinating 1-2 annual appeals per year
11. Support membership recruitment and renewals by ensuring Membership marketing materials are up-to-date and disseminated appropriately; act as primary contact for Membership inquiries; provide initial on-boarding materials and orientations to welcome new Members into the Partnership
12. Carry out other duties as assigned

MINIMUM/DESIRED QUALIFICATIONS:

Education and Experience:

- 1.1-3 years experience in communications, graphic design, Public Relations or related field; Bachelors or Master's degree in Communications preferred
2. Minimum of one year of experience in a non-profit setting (preferably involving domestic violence, women's rights or similar organizations)

Knowledge, Skills and Abilities:

13. Commitment to the Partnership's Vision, Mission, and Theory of Change
14. Demonstrated knowledge of domestic violence issues
15. Understanding of and commitment to issues of anti-oppression and cultural competency
16. Knowledge and skills related to all aspects of communications, marketing, branding and public relations
17. Ability to effectively articulate issue, organizational brand value and persuade others' engagement
18. Demonstrated ability to develop and maintain effective working relationships with media representatives
19. Strong verbal communication and interpersonal skills
20. Exceptional writing and editing skills, including the ability to write for a variety of audiences and communication mediums
21. Ability to be self-directed and to work collaboratively within a team environment
22. Excellent organizational and time-management skills
23. Technical proficiency with MS Office programs, social media platforms, graphic design and publishing software, and website development/maintenance
24. Access to reliable transportation and ability to travel as needed to complete job duties

Physical Requirements (not limited to the following):

- a) Physical ability to perform essential functions with or without reasonable accommodation
- b) Must have the ability to sit for extended periods of time
- c) Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal
- d) To see and read a computer screen and printed material with or without vision aids
- e) Hear and understand speech at normal levels and on the telephone
- f) Speak in audible tones so that others may understand clearly in person and on the telephone
- g) Ability to understand and follow oral and written instructions

Hourly Rate Range: \$23.54-29.78 depending on experience and language capacity

Benefits: Health, vision & dental insurance; paid vacation & sick leave

INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER & RÉSUMÉ DEMONSTRATING QUALIFICATIONS BY SEPTEMBER 18, 2020 TO: jobs@cpedv.org WITH THE SUBJECT LINE "COMMUNICATIONS COORDINATOR"

The Partnership is an equal opportunity employer and provider. Women, people of color, survivors, people with disabilities, and persons who are LGBTQ are encouraged to apply.