



Position Description: Communications Coordinator

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

This position is considered Part-Time (20-30 hrs/week) and is paid hourly. The position reports to the Development and Communications Director.

Responsibilities:

1. Support Ongoing Agency Communications

- Coordinate and distribute the monthly community newsletter, including content creation and solicitation of content from Center staff and volunteers as needed.
- Maintain the Center's communications database and email marketing system.
- Work closely with Center staff to identify needs for updates to written materials, website, and/or events and campaigns to highlight in communications efforts.
- Work with agency staff to solicit content for communications efforts, including testimony, photos, and information about upcoming events and needs.
- Assist the Development and Communications Director with other communications tasks as needed.

2. Social Media Engagement

- Manage the Center's social media platforms and blog to ensure effective communication of the agency's mission, vision and values.
- Work with the Development and Communication Director to set engagement goals for each quarter.
- Identify strategic partnerships via social media for enhanced community engagement.
- Develop mission- appropriate content for scheduled delivery via social media platforms.
- Maintain positive community relations and answer community member inquiries in a timely and gracious manner.

3. New Member Recruitment

- Coordinate community-wide distribution of volunteer and staff openings including updates to the website and electronic distribution via email lists
- Maintain updated email distribution list for announcements
- Coordinate posting of fliers throughout the community by volunteers

4. General Responsibilities

- Accomplish other tasks as determined by the Executive Director and Development and Communications Director.
- Work as a team member in order to achieve the mission of the Center.
- Maintain appropriate standards of confidentiality.

Qualifications Required:

1. Minimum of a Bachelor's degree or equivalent experience
2. Demonstrated effectiveness with computer and information technology, including word processing, database management, e-mail, and Internet
3. Demonstrated effectiveness managing social media platforms including Instagram, Facebook, and Twitter.
4. Excellent oral and written communication skills
5. Strong organizational, problem-solving, and multi-tasking skills
6. Experience with graphic design (Photoshop, Adobe Illustrator, or InDesign)
7. Experience communicating with people from diverse backgrounds
8. Demonstration of cultural awareness, sensitivity, and competency

Qualifications Preferred:

1. Comfort working with issues and survivors of sexual violence
2. Demonstrated effectiveness in working on teams to accomplish mutual goals
3. Bilingual in English and Spanish

Responsible to: The Development and Communications Director of the Orange County Rape Crisis Center

Benefits Available: Health, life, and dental insurance; retirement investment plan.

Schedule: 20-30 hours/week, at least half of which must be completed on site during business hours (Monday through Friday, 9am-5pm.) Some evening and weekend hours required.

Salary: \$15-\$17/hr

To Apply: Send a resume, cover letter, and 3 professional references in one .pdf file to jobs@ocrcc.org with the job title in the subject line. Applicants for the Communications Coordinator must also submit a short writing and graphic sample demonstrating content produced for social media.

The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.*