



## **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 (25-30 hrs/week) and is paid hourly. The position reports to the Development and Communications Director.

### **Responsibilities:**

#### *1. Support Ongoing Agency Communications*

- Work with Development and Communications team to write, edit, and develop engaging content and graphics for print publications and online platforms, and create goals and metrics for an annual communication plan
- Maintain the Center's communications database, website, and email marketing system
- Work with agency staff to solicit and create content for communications efforts, including testimonies, photos, flyers, and information about upcoming events and needs
- Communicate with staff to identify needs for updates to written materials, website, and/or events and campaigns
- Coordinate and distribute the monthly community newsletter, including content creation and solicitation of content from Center staff, community partners, and volunteers as needed
- Serve as the initial point of contact for incoming media requests

#### *2. Social Media Engagement*

- Manage the Center's social media platforms, website, 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 ED 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 in communications
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. Demonstrated communications and storytelling skills, both written and oral, including the ability to write, edit and proof written materials
5. Demonstrated experience with graphic design and content creation
6. Strong organizational, problem-solving, and multi-tasking skills
7. Comfort working with issues and survivors of sexual violence
8. Experience communicating with people from diverse backgrounds
9. Commitment to amplifying the voices and experiences of our priority populations, including people of color, black, LGBTQ+, and GNC people
10. Demonstration of cultural awareness, sensitivity, and competency
11. Demonstrated effectiveness in working on teams to accomplish mutual goals

### **Qualifications Preferred:**

1. Bilingual in English and Spanish
2. Experience with photography/videography
3. Experience managing iContact or a similar email distribution program
4. Experience with WordPress

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

*Benefits Available:* Health, life, and dental insurance; retirement investment plan; and a generous vacation and sick leave package.

*Schedule:* 25-30 hours/week during business hours. Work from home flexibility to be determined after 90 day probationary period. Some evening and weekend hours required for events.

*Salary:* \$15-\$17/hr

***To Apply:*** send a resume, cover letter, 3 professional references, and a short writing and graphics sample demonstrating content produced for social media in one .pdf file to [jobs@ocrcc.org](mailto:jobs@ocrcc.org) with the title "Communications Coordinator" in the subject line.

- ***Deadline:*** June 27, 2019
- ***Incomplete applications will not be accepted***
- ***No phone calls, please.***

*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.*