



We're Hiring!

Position Title: Public Relations & Communications Coordinator

Salary Range: \$17.21-21.00 + benefits

Classification: Full Time Non-Exempt

Applications due: March 7, 2014

RESPONSIBILITIES

- Responsible for comprehensive information clearinghouse presence, including maintaining website, coordination of email marketing, and diverse resource creation
- Manage and build social media presence across multiple channels, including Facebook, Twitter, Instagram, and Tumblr in ways that further the positive image and work of CAWS North Dakota
- Build and maintain constructive relationships with media to both educate them on problematic coverage of DV/SA issues and build their capacity to frame issues in a high-impact ways
- Develop and implement public education campaigns in various program areas including Love Without Fear Week, Stalking Awareness Month, Sexual Assault Awareness Month, Domestic Violence Awareness Month, National Crime Victims Rights Week etc.
- Develop and implement marketing plans for existing public education materials.

QUALIFICATIONS

College degree in communications, journalism or public relations and/or relevant experience in addition to personal interest and knowledge in domestic violence, sexual assault or other social justice issues.

- Initiative, excellent decision making skills, sound judgment and accountability
- Excellent organization and attention to detail
- Ability to utilize problem solving techniques and present strategies for corrective action, if necessary.
- Understanding of institutional change work and the relationship between violence against women and other forms of social injustice.
- Able and willing to travel the state and to national training

TECHNICAL SKILLS/ABILITIES

- Proficiency in Adobe Creative Suite CS5 or CS6, including Illustrator, Photoshop, InDesign, and Acrobat
- Experience updating and maintaining WordPress websites, along with other integrated web services including email marketing
- Experience managing multiple social media accounts to create and engage different sectors of the community
- Experience planning, organizing, editing, and designing publications and/or resources
- Ability to fact check and corroborate sources, edit a variety of writing for clarity, tone, audience and problematic content; also comprehensive research skills
- Ability to prepare and format publication files for local and online printing vendors
- Ability to prepare and format resources for optimal digital presentation and use
- Commitment to consistent, high-quality graphic design work and CAWS North Dakota branding guidelines
- Ability to work in a fast-paced work environment, balancing high-priority items with long-term goals
- Ability to manage and quickly complete multiple projects simultaneously

TO APPLY:

Send cover letter, resume and sample graphic design work or writing sample by March 7, 2014 to:

CAWS ND
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