



Job Title

Communications Coordinator

Position Overview

The Maryland Coalition Against Sexual Assault (MCASA) is looking for a Communications Coordinator that will work towards affecting cultural change and making a positive impact on the lives of sexual assault survivors by improving our presence online, in print and throughout other media outlets. The ideal candidate will possess knowledge regarding the issues in the sexual assault arena and a passion for helping survivors. Duties will be related to all MCASA's publications, Internet presence, public relations, and maintaining resources for professionals. This position reports to the Finance and Operations Manager. This is a full-time position.

Classification: Non-Exempt

Salary: Low 40's, DOE

Responsibilities and Duties

Publications

- Write, layout, & produce monthly publication
- Coordinate production and distribution of MCASA brochures. Maintain filing system for all MCASA publications. Assist staff with publications development as needed.
- Coordinate production of MCASA's annual report.

Website & Social Media

- Work to maintain web site material and links, interacting with web designer as needed for any necessary functionality changes.
- Curate and synthesize information to add to web site.
- Review information regarding web site usage and revise site accordingly.
- Manage and schedule website updates.
- Maintain and oversee MCASA's social media presence, including Facebook page, Twitter account and any other relevant platforms.

Public Relations

- Write and distribute press releases.
- Write public service announcements for MCASA
- Work with public relations firm to develop and implement media messages and campaigns.

General

- Manage & Assist with internal communications

- Manage & coordinate intern & employee recruitment & job description
- Assist with fundraising efforts and events.
- Other duties as assigned by Executive Director or Finance & Operations Manager.

Qualifications

- Commitment to ending sexual violence and familiarity with sexual assault issues from a feminist perspective.
- Bachelor's degree and relevant course work in Journalism/Communications/Public Relations or related field.
- Strong communication skills – verbal and written, with individuals and among groups, including those with differing professional backgrounds such as law enforcement, medical professionals, attorneys, counselors, and advocates. Ability to speak publically and to groups.
- Knowledge and/or previous work experience in one or more of the following preferred: 1-year experience in writing, editing and producing materials, web site management.
- Common sense and the ability to work independently.
- Knowledge of Microsoft office applications, content management applications, Adobe InDesign, Adobe Illustrator and social networking/media, able to learn and use new technology such as online databases and communication systems.
- Access to a car and valid driver's license; this position requires travel within Maryland.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to travel to and from different locations within the State of Maryland.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Commitment to Diversity

MCASA is an equal opportunity employer. Its policy of nondiscrimination means that all employment decisions will be based on merit and without regard to factors unrelated to job performance, such as ethnicity, creed, marital status, national origin, religion, gender, age, sexual orientation, and physical, emotional or mental capacity.

To apply: send resume and cover letter to jobs@mcasa.org. No phone calls, please. Send resume & cover letter to jobs@mcasa.org with “Communications Coordinator” and your name in subject line. Applications will be considered as received and applicants are encouraged to apply as soon as possible. Start date is ASAP.