



Communications Specialist

Team: Communications		Salary Range: \$65,000-79,800
Location: Position is fully remote. Extensive nationwide travel is required.		
Position is: ☐ Part-time ☒ Full-time	☒ Exempt ☐ Non-exempt	☒ Permanent ☐ Temporary Ending date:

About the National Indigenous Women's Resource Center:

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a nonprofit organization dedicated to the restoration of Tribal sovereignty and the safety of Native women and communities. We provide technical assistance, policy development, system engagement, training materials and resource information, as well as guidance through evaluation/research regarding violence against American Indian, Alaska Native (AI/AN), and Native Hawaiian women and intersecting issues. Our mission is to provide national leadership to promote safety for Native women and communities by supporting culturally grounded grassroots advocacy.

We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

Position Summary:

The Communications Specialist supports the execution of NIWRC's strategic communications efforts by developing clear, culturally grounded, and visually compelling content across digital and print platforms. This role is responsible for producing high-quality communications materials that advance NIWRC's mission, strengthen narrative impact, and ensure consistency across all channels. The Communications Specialist works closely with the Director of Communications & Development and collaborates across teams to translate programmatic work into accessible, engaging content that supports advocacy, education, and outreach. This will be a remote position requiring extensive travel.

Supervisory Responsibilities:

None

Essential Duties:

- Supports the Director of Communications and Development in implementing the organization's Strategic Communications Plan.
- Writes, edits, proofs, and formats promotional materials, short and long-form articles, and publications, including Restoration of Native Sovereignty and Safety for Native Women magazine and annual reports.
- Manages NIWRC's social media platforms and online presence, including content creation, scheduling, community engagement, and performance tracking.
- Manages and produces email communications and newsletters, including drafting content, coordinating inputs, and overseeing distribution.
- Manages and updates website content, including publishing resources, maintaining accuracy, and coordinating updates across teams
- Maintains and manages the organization's content calendar, ensuring timely and coordinated publishing across channels.
- Collaborates with team to develop visual assets for digital and print materials, including reports, publications, social media graphics, and event collateral.
- Coordinates incoming communications requests, clarifies needs, and ensures alignment with priorities, timelines, and capacity.
- Assists staff with the development, editing, and production of podcasts, video PSAs, and other digital media to support storytelling and increase the impact of campaigns.
- Collaborates across teams to develop messaging, promote resources, and publish content for newsletters, email campaigns, articles, press releases, and statements, coordinating through a content calendar.
- Works with the Director of Communications and Development to support content development for advertising and outreach initiatives (e.g., print, digital, radio) and other communications projects.
- Takes photos, organizes them, and oversees their use and licensing in the organization's image cache.
- Tracks and reports on performance metrics across communications channels (e.g., social media, email, website) to inform improvements.
- Ensures accuracy, clarity, and quality of all communications materials prior to publication.
- Responds to requests for information in a timely and effective manner.
- Creates and maintains basic branded templates and materials (emails, simple one-pagers, social templates, etc.) to support consistency in communications.
- Works closely with the Director of Communications and Development to ensure supporting documentation is completed for grant, budget, and reporting requirements.
- Researches and applies best practices in communications and shares relevant insights with the team.

- Demonstrates the ability to collaborate effectively, communicate professionally, and contribute to a positive team environment.

Minimum Qualifications/Requirements:

- Bachelor's degree in communications, journalism, public relations, marketing, or a related field preferred; or an equivalent combination of education and experience.
- Minimum of 3-5 years of professional experience in communications, content development, digital communications, or a related field.
- Demonstrated experience writing and editing for multiple platforms, including web, email, and social media.

Our Expectations:

We strive to maintain a strong sense of community at NIWRC, and our remote workplace requires a unique skill set. We are looking for competent, service-oriented people who are honest, reliable, and self-directed; who are excellent communicators and adept listeners; individuals who are strong collaborators and respectful to supervisors and coworkers; and who will support our organizational mission and goals.

- Collaborative
- Reliable and self-directed
- Respectful to supervisor and coworkers
- Excellent communicator and listener
- Service-oriented
- Honest
- Supportive of organizational mission and goals
- Competent
- Inspiring

What We Offer:

- Competitive salary range
- 100% employer-paid medical, dental, and vision insurance for staff, their spouse, and dependents residing in the home
- SEP IRA retirement benefit
- Generous paid time off, including all federal holidays
- Professional development opportunities
- Fully remote positions
- Other benefits

Our Workplace Culture:

- Collaborative and supportive environment
- Commitment to work-life balance
- Focus on professional growth
- Mission-driven organization

How to Apply:

Please submit the following materials to careers@niwrc.org:

- Resume
- Cover letter
- Minimum of two writing samples demonstrating clear, concise writing tailored to specific audiences.

Application Deadline: Open until filled