



Title: Communications Specialist, full-time

Functional Department: Communications

Job Reports To: Director of Communications and Advancement

Job Salary: \$40,000 to \$48,000 DOE

☒ Exempt ☐ Non-Exempt

About the National Indigenous Women's Resource Center:

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a Native-led nonprofit organization dedicated to ending violence against Native women and children. NIWRC provides national leadership in ending gender-based violence in Tribal communities by lifting up the collective voices of grassroots advocates and offering culturally grounded resources, technical assistance and training, and policy development to strengthen Tribal sovereignty.

Our mission is to provide national leadership to end violence against American Indian, Alaska Native, and Native Hawaiian women 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 planning and execution of NIWRC's strategic dissemination plan to promote the organization's activities, resources, and campaigns across a variety of channels and platforms. The Communications Specialist helps write, edit, design, format, and publish content for the website, social media, mailing list, press releases, statements, reports, and publications. This position plays a key role in helping tell the story of the organization through graphic and multimedia design, audio/video storytelling, and social media engagement.

Essential Responsibilities and Duties:

- Supports the Director of Communications and Advancement in implementing the organization's National Dissemination Plan for the entire organization.
- Collaborates with staff to help shape, format, and design high-impact multimedia graphics and infographics for resource materials, public awareness campaigns, and social media.
- Writes, edits, proofs, formats, and designs promotional materials, articles, and publications, including *Restoration of Native Sovereignty and Safety for Native Women* magazine and annual reports.
- Assists advocacy staff with development, editing and production of podcasts, video PSAs, and other digital media to support sharing of NIWRC's story and increasing impact of public awareness campaigns.
- Takes photos, organizes and manages use and licensing of photos in organization's image cache.
- Grows organization's visibility by cultivating NIWRC's online and social media communities (ex. website, Facebook, Instagram, Twitter); develops and plans content on content calendar.

- Collaborates across all NIWRC teams to support messaging and content for newsletters, email campaigns, articles, press releases, and statements; coordinates on a content calendar.
- Collaborates across all NIWRC teams to help publish resources, events, and content on NIWRC's website and via the organization's mobile app, Advocate!.
- Works with the Director of Communications and Advancement by developing and designing content for advertising initiatives (ex. print, digital, radio, etc.); assists Director with development of mobile app, Advocate!.
- Networks with advocates and partner organizations to disseminate resources, events, and information.
- Develops reports and evaluates progress toward strategic and long-range goals, and reports outcomes to the Director of Communications and Advancement.
- Responds to requests for information in a timely and effective manner.
- Create branded templates and other materials (slide decks, one-pagers, fact sheets, emails, reports, etc.) to help maintain and support the evolution of the organization's brand identity.

Organizational Responsibilities and Duties:

- Supports a culture of positivity, collaboration, inclusion, and accountability within the organization.
- Supports the organization's National Dissemination Plan and communicates and reinforces the goals and strategies to the staff in all conversations.
- Participates and helps facilitate meetings, setting agenda, and timelines to meet team needs and deliverables.
- Stays current on Indigenous legislative issues in the U.S. and internationally; monitors new /emerging trends in social change.
- Works closely with the Director of Communications and Advancement to ensure all supporting documentation is provided for proper grant, budget, and accounting operations.
- Researches best practices within the field, and shares, and integrates transformative ideas and approaches.
- Demonstrates the ability to positively lead, motivate, and collaborate with others.
- Takes a solutions-oriented approach to promote positive working relationships, and strengthens internal management and effective team building.
- Ability to offer and receive constructive feedback.
- Positively promotes the mission, vision, and strategic goals of the organization.
- Other projects and responsibilities may be added and/or changed at the discretion of the Executive Director and/or Director of Communications and Advancement.

Minimum Requirements:

- Education – 4-year college degree in communications, multimedia digital art, audio or video production, graphic design, web design, journalism, or another relevant field.
- Experience – Demonstrated professional work experience in outreach to Tribal communities and/or culturally competent communications, ideally with a Native nonprofit organization, Tribe, or Tribal program.

- Demonstrated experience and/or knowledge of Tribal, state, and national advocacy organizations working to effect social change and to address violence against Native women.
- Professional experience and exceptional skills in audio and video production, including strong knowledge of Adobe Premiere and Audition (or other relevant software).
- Professional experience and exceptional skills in layout and graphic design, digital publishing, multimedia design, user experience, including knowledge of Adobe InDesign, Illustrator, Photoshop, Lightroom, and content management systems (Drupal, WordPress).
- Professional experience in content development, copywriting, storytelling, multimedia content, journalism, web accessibility, etc.
- Professional experience using, managing, and coordinating social media platforms (ex. Facebook, Twitter, Instagram, Hootsuite, SproutSocial, etc.)
- Demonstrated understanding of culturally appropriate imagery and communications, as well as media ethics.
- Excellent computer skills, including knowledge of Google Workspace, Microsoft Office Suite, etc.
- Demonstrated ability to communicate complex and controversial issues and to convey information about the issues to both narrow and broad audiences.
- Willingness and ability to travel locally, statewide, and nationally.
- Must demonstrate tact and grace under pressure.
- Ability to multitask and work under tight deadlines.
- Must have emotional and physical stamina to deal with a variety of stressful situations while maintaining a positive, solutions-oriented attitude.

Work Habits:

- Honesty and Integrity
- Collaborative
- Ability to prioritize tasks, meet deadlines and work under pressure
- Excellent communicator
- Reliable
- Respectful
- Customer service oriented
- Progressive
- Inspiring

Signature: _____ **Date** _____

Approved by: _____ **Date** _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.