Position Title: Communications Specialist, remote
Functional Department: Communications Team
Position Reports To: Director of Communications and Advancement

X 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 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, newsletters, press releases, statements, reports, and publications. This position plays a key role in promoting projects, events, and initiatives by supporting content planning and coordination, development of public awareness activities, advertising, and direct outreach.

Essential Responsibilities and Duties:
- Supports the Director of Communications and Advancement in implementing the organization’s National Dissemination Plan and Strategies for the entire organization.
- Writes, proofs, and formats resource materials, articles, and publications, including Restoration of Native Sovereignty and Safety for Native Women magazine.
- Assists staff with developing messaging and content for newsletters, email campaigns, articles, press releases, and statements; coordinates details on a content calendar.
- Grows organization’s visibility by assisting staff in developing and executing high-impact national public awareness activities and campaigns.
- Assist staff in developing and publishing resources, events, and content to NIWRC’s website.
● Grows organization’s visibility by cultivating NIWRC’s online and social media communities (ex. website, Facebook, Instagram, Twitter); develops and plans content on a content calendar, including planning for public awareness activities and campaigns.

● Networks with advocates and partner organizations to disseminate resources, events, and information.

● Works with the Director of Communications and Advancement to raise the profile of the organization by developing and executing advertising plans (ex. print, digital, social media, radio).

● Promotes NIWRC, resource materials, and mailing list at outreach tables/information booths at key events and conferences.

● Evaluates progress toward strategic and long-range goals and reports outcomes to the Director of Communications and Advancement.

● Responds to requests for information and technical assistance in a timely and effective manner.

● Helps maintain NIWRC 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 social work, communications, marketing, counseling, journalism, graphic design, or another relevant field.

● Experience – At least two years of professional work experience in outreach to tribal communities and/or culturally competent communications, ideally with a Native nonprofit organization, tribe, or tribal program.
Knowledge and/or understanding of tribal, state, and national advocacy organizations working to effect social change and to address violence against Native women.

Exceptional research, analytical, writing, and editing skills with working knowledge of the production of printed publications, including layout and graphic design.

Excellent computer skills, including knowledge of various layout applications such as InDesign, Illustrator, Photoshop (or equivalent image editing software), Google Workspace, etc.

Professional experience in content development, copywriting, storytelling, multi-media content, layout and design, etc.

Professional experience in creating, editing, managing, and publishing content on the web and utilizing content management systems (ex. Drupal, Wordpress).

Strong professional experience using, managing, and coordinating social media platforms (ex. Facebook, Twitter, Instagram, SproutSocial).

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 the 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 meet deadlines and work under pressure
- Reliable
- Respectful
- Excellent communicator
- Customer service oriented
- Progressive
- Inspiring

Apply:

To apply, please submit a completed application, a resume and cover letter, a portfolio or three writing examples, and three professional references to Mallory Adamski, Director of Communications and Advancement, at careers@niwrc.org.