



Job Description | Communications Specialist

Position Title: Communications Specialist

Project Title: Communications

Supervisor: Director of Training & Services

FLSA Status: Non-Exempt

Employment Status: Part-time

Salary: \$20,000

The **Communications Specialist** will be responsible for establishing and implementing multi-pronged organization-wide communications strategies to enhance awareness of domestic violence and work towards its elimination in Maryland under the supervision of the Director of Training & Services.

Duties and Responsibilities

- In coordination with MNADV staff, establish and implement a communications plan to enhance awareness of domestic violence in Maryland, link to national prevention and awareness efforts, and promote activities and initiatives of MNADV. This includes taking the lead and being proactive using, but not limited to, the following tools:
 - **Constant Contact:** Develop monthly e-newsletter content and document analytics.
 - **Social Media:** Post regularly and strategically on MNADV Facebook, Twitter, and Instagram accounts and document analytics.
 - **Website:** Update the MNADV website regularly and develop web content.
 - **Print:** Monitor and replenish the inventory of print publications and assist with the development, writing, editing, layout, design, translation, and printing of print publications, including reports, fact sheets, and brochures.
- Coordinate with MNADV staff to identify timely content and issues to promote, to ensure accuracy of information, and to ensure that shared content is conducive to MNADV's mission.
- Coordinate with MNADV staff to plan and promote upcoming events and initiatives, such as the Memorial Service, Annual Meeting and Awards, trainings and conferences, and other events.
- Coordinate with MNADV staff to communicate national and state legislative updates and opportunities for advocacy.
- Develop an efficient and centralized contact management system in which all MNADV staff can access by using Outlook to update Constant Contact monthly.
- Conduct targeted outreach to media contacts at specified times.
- Represent MNADV as an exhibitor or representative at events or meetings and coordinate with MNADV staff to prepare materials such as packets, supplies for exhibitor tables, for their events.
- Provide support for agency-wide events, such as MNADV's Annual Memorial Service, Annual Meeting, and statewide conferences.
- Coordinate with staff, board members, and partners on project-related and agency-wide activities.
- Attend monthly staff meetings and other ad hoc meetings.

Minimum Qualifications:

- Minimum of a bachelor's degree required or commensurate professional experience in marketing, communications, mass communications, or related field.
- At least one year experience in marketing and communications for a mission-driven agency (non-profit preferred).
- Interest in and commitment to working towards the elimination of domestic violence, sexual assault, stalking, and/or violence against women.

- Must have strong writing, editing, and proofreading skills and the ability to translate complex issues into messages that can be comprehended by both professional audiences and the general public.
- Must be a tech-savvy individual who has experience with website management systems (Wordpress preferred); email marketing programs (Constant Contact preferred); and social media page administration. Experience with photo editing, photography, web design, web analytics, and graphic design is a plus.
- Must be able to travel using a personal vehicle to periodic meetings, trainings, and events throughout Maryland (valid driver's license required).
- Must be responsible, reliable, professional, proactive, and a self-starter.

Benefits:

- Position is 20 hours per week.
- Paid holidays. Paid leave is accrued (sick and vacation).
- Mileage reimbursement for approved statewide travel.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Apply: Position starts October 1, 2016. To apply, submit a cover letter and resume saved in a single document (.doc or .pdf), and include at least one writing sample demonstrating your communications experience, such as a newsletter, webpage, brochure, etc. (writing samples may be attached or hyperlinked). Send these materials by **July 31, 2016** via email to eboguski@mnadv.org. Due to the high number of applications, only those who have been selected for a phone interview will be notified.

Erin Boguski, Director of Training & Services
Email: eboguski@mnadv.org

Women and minorities are encouraged to apply. The Maryland Network Against Domestic Violence provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.