



Communications Coordinator

Position Description

April 2019

Overall Job Function:

This position's primary focus is to coordinate marketing, awareness and media relations for SCCADVASA with the goal of increasing individual and community understanding of domestic and sexual violence and their societal impacts, and elevating the work of the Coalition and its partners and allies.

South Carolina Coalition Against Domestic Violence and Sexual Assault (SCCADVASA) is the collective voice promoting the prevention of domestic violence and sexual assault in South Carolina. Since 1981, we have served as the leading voice of a statewide community of nonprofit leaders committed to addressing the critical needs of victims and survivors of domestic and sexual violence through education, advocacy, and collaboration. We believe that the roots of domestic and sexual violence both lie in and are intertwined with historical and contemporary structures that are constructed to prevent all people from achieving their full potential in safe communities. We envision a South Carolina free from domestic violence and sexual assault—where primary prevention, healthy relationship practices, and cultural inclusivity are priorities.

Reports to: Director of Systems Advocacy, Prevention, and Training

Primary Responsibilities:

- Develop and manage the organization's strategic marketing communication plan, in alignment with the organization's strategic plan and priorities.
- Coordinate the development of public awareness campaigns highlighting prevention and intervention to maximize statewide community engagement in addressing domestic and sexual violence.
- Plan, manage and coordinate website content and social media presence on multiple platforms.
- Research, write and coordinate the distribution of press releases to media. Serve as point of contact for media outlets in arranging interviews and media attendance at events.
- Coordinate the development of and provide editorial content for all publications, videos and awareness development materials.
- Work closely with member organizations to gather and disseminate important information, news and updates through SCCADVASA social media, biweekly e-newsletters, and other communications channels.
- Manage internal membership and affiliate listservs.
- Ensure that SCCADVASA events are visually documented to provide photos and videos for social media and publications.
- Staff the Marketing/Fund Development committee of the Board of Directors.
- Develop and present trainings and education (in person and via distance learning) as requested.
- Participate in organizational learning activities.



- Willingness to work within a team approach to assist victims, survivors, and other members of the public via telephone and other forms of communication in regards to requests for information and referrals.
- Represent SCCADVASA at national and statewide meetings as requested.
- All other duties as assigned.

Minimum Qualifications

- Undergraduate degree required. Master's preferred in communications, public administration, media arts, or similar field.
- Excellent written and verbal communication skills. A targeted writing sample, social media examples and/or presentation may be required of all candidates considered for this position.
- Ability to multitask and work well within time constraints.
- Proficiency with Microsoft Office and design software
- A willingness to engage in training to develop understanding of the dynamics and intersections of all types of intimate partner violence.
- Some (mostly in-state) travel is required.
- Must be able to secure reliable transportation, including driver's license and proof of insurance if necessary when travel is required.
- Flexible scheduling to allow for work outside of regular business hours may occasionally be required.

Benefits: Medical, dental, short-term disability and life insurance (after qualifying period). Retirement benefits (after 1 year of employment)

Starting Salary: \$35,000-\$40,000

Employment Status: Full-time, exempt

To Apply: Send cover letter, resume, salary requirements and references to info@sccadvasa.org. No phone calls.

SCCADVASA is an equal opportunity employer. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon a person's race, color, religion, sexual orientation, gender, national origin, disability, veteran status or marital status.