



## **Communications Coordinator (Part-Time)**

**Position Description  
January 2012**

### **OVERALL JOB FUNCTION:**

Responsible for coordinating marketing and public relations for the South Carolina Coalition Against Domestic Violence and Sexual Assault. This includes public awareness campaigns, media outreach, branding and social networking.

**RESPONSIBLE TO:** Executive Director

### **PRIMARY RESPONSIBILITIES:**

1. Serve as the point of contact for media outlets and outreach. Write press releases for local and national distribution. Arrange for media presence at events. Build rapport, provide relevant information, and follow-up with media.
2. Maintain and expand a media contacts/distribution list to enhance rapid media updates related to sexual and domestic violence.
3. Maintain all of SCCADVASA's social media sites, including Facebook, Twitter, and LinkedIn. Update regularly with new, pertinent information related to sexual and domestic violence, as well as SCCADVASA and member program news and events.
4. Solicit and receive input, data and information to aid in the planning, coordination and oversight of the production of the organizational newsletter, annual report and other relevant marketing, branding and public relations materials. Emphasize primary prevention, collate and synthesize timely and targeted input from staff.
5. Design and develop marketing and public relations themes and collateral materials to advertise fund raising and promotional events. Advise staff on most effective use of marketing and public relations materials/tools.
6. Assist with designing and planning purposeful, targeted public awareness campaigns and public service announcements.
7. Work closely with member program agencies to gather and disseminate important information, news, and updates.
8. All other duties discussed and negotiated on an as needed basis.

### **MINIMUM QUALIFICATIONS:**

1. Minimum of Bachelors degree in Public Relations, Journalism, or English. Graduate degree preferred.
2. Experience working with and conducting outreach to the media.
3. Understanding of sexual and domestic violence and empowerment-based advocacy.
4. Knowledge of sexual and domestic violence advocacy programs as well as the South Carolina Coalition Against Domestic Violence and Sexual Assault, or similar nonprofit advocacy organizations.

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5. Excellent written and oral communication skills.
  6. A targeted writing sample will be required for all candidates for this position.
  7. Advanced level of computer skills: MS Office Suite and graphic design.
  8. Outstanding organizational skills which allow for efficient work flow and effective management of many concurrent projects.

**EMPLOYMENT STATUS:** Part-time (25 hours per week)

**To Apply:** Send cover letter, resume, references, and writing sample to Pamela Jacobs, Executive Director, at [pjacobs@sccadvasa.org](mailto:pjacobs@sccadvasa.org). Position is open until ideal candidate is identified.

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, sex, national origin, or disability status. Applicants from traditionally underrepresented communities are strongly encouraged to apply.