



**National Alliance to  
End Sexual Violence**

## NAESV Communications & Publications Coordinator

**Job Title:** Communications & Publications Coordinator

**Reports To:** Executive Director

**Location:** Washington D.C. or Remote

**Work Hours:** Primarily Regular Business Hours

**Travel Expectations:** Occasional travel to regional and national locations

### Position Summary

Join the National Alliance to End Sexual Violence (NAESV) as a full-time Communications and Publications Coordinator and be at the forefront of our mission to end sexual violence. In this role, you will develop and implement effective communication strategies, create compelling content, manage social media, coordinate publications, and support public relations efforts. If you are a passionate communicator who is dedicated to our values and mission of empowering industries, sectors, and systems to create organizational cultures free from sexual harassment, misconduct, and abuse, we invite you to join our team as a Communications and Publications Coordinator.

### Essential Duties & Responsibilities

**Communications Strategy:** Develop and implement comprehensive communications strategies to effectively convey the organization's mission, values, and initiatives to various stakeholders, including survivors, partner organizations, policymakers, and the general public.

**Content Creation:** Produce compelling and informative content for a variety of communication channels, such as newsletters, website, social media platforms, and press releases. This includes writing, editing, and proofreading content to ensure accuracy, clarity, and alignment with the organization's messaging.

**Social Media Management:** Oversee the organization's social media presence, including creating engaging and timely posts, monitoring and responding to comments, and analyzing social media metrics to optimize engagement and reach.

**Public Relations:** Cultivate and maintain relationships with media outlets, journalists, and influencers to promote the organization's work and secure media coverage. This involves drafting press releases, coordinating media interviews, and managing media inquiries.

**Publications Coordination:** Manage the development and production of publications, including brochures, reports, fact sheets, and educational materials. Collaborate with internal stakeholders and external vendors to ensure high-quality content, design, and timely delivery.

**Website Management:** Update and maintain the organization's website content, ensuring accuracy, relevance, and user-friendliness. Monitor website analytics and implement strategies to improve website performance and search engine optimization.

**Branding and Messaging:** Ensure consistent branding and messaging across all communication channels and materials. Develop and maintain brand guidelines and style guides to uphold the organization's visual identity and tone.

**Event Support:** Provide communications support for organization events, including conferences, trainings, and awareness campaigns. This may involve creating event promotion materials, managing event registration platforms, and coordinating media coverage.

**Collaborative Partnerships:** Work closely with internal teams and external partners to align communications efforts and maximize impact. Collaborate with program staff to gather information and stories for effective communication

**Monitoring and Evaluation:** Track and analyze communication efforts, including media coverage, social media engagement, website traffic, and audience feedback. Generate regular reports to measure the effectiveness of communication strategies and recommend improvements.

**Stay Current:** Stay informed about emerging trends, best practices, and technologies in communications and sexual violence prevention. Continuously enhance knowledge and skills through professional development opportunities

## Qualifications

- Bachelor's degree in communications, journalism, public relations, or a related field.
- Demonstrated experience in developing and implementing strategic communications plans.
- Excellent written and verbal communication skills, with the ability to adapt messaging to different audiences and platforms.
- Strong copywriting, editing, and proofreading abilities.
- Proficiency in social media platforms and experience managing social media accounts.
- Experience in media relations, including drafting press releases and coordinating media interviews.
- Knowledge of website management and content management systems.
- Familiarity with graphic design principles and ability to collaborate with designers.
- Strong project management skills and ability to meet deadlines in a fast-paced environment.
- Ability to work independently and collaboratively in a team setting.
- Knowledge of sexual violence prevention, advocacy, or related fields is preferred.

## Working Conditions

NAESV strives for a fully inclusive work environment and expects all employees to fully accept all co-workers and participants regardless of race, religion, language, age, country of origin, sexual orientation, or gender identity.

**Salary Range:** \$65,000 - \$75,000

**Position open until filled.**

Submit resume, cover letter, two writing samples and three references to:

[info@endsexualviolence.org](mailto:info@endsexualviolence.org)

**Posted October 27, 2023**

NAESV is an Equal Opportunity Employer

NAESV encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.

NAESV makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.