



Communications Coordinator

Job Duties

Communications

- Be the primary point of contact for donors, members, and partner organizations.
- Create and manage the organizational communications calendar, including our newsletter(s), email, and social media communications.
- Prepare press releases, with the approval of the Co-Executive Directors.
- Identify potential media opportunities and respond to press inquiries.
- Work to elevate the stories and experiences of trans and gender diverse community members.

Marketing & Promotions

- Assist with creating, updating and maintaining printed materials for Gender Justice League.
- Keep website(s) content current, and keep the appearance of the site user-friendly, professional and attractive.
- Work closely with the Executive Directors and/or Development staff to perform social media campaigns, crowd fundraising, and email fundraising.

Outreach & Events

- Assist Volunteer/Membership Coordinator with online recruitment of volunteers & supporters.
- Serve on event committees and assist with event planning.
- Represent Gender Justice League in communications-related coalitions and campaigns.
- Prepare sponsorship and marketing materials for events and outreach.
- Support marketing of all major GJL events, including Trans Pride Seattle and the Gender Justice Awards, which may include working on occasional weekends and evenings.

Qualifications

- 3-5 years of education, volunteer, life, or work experience in communications, web design, and multimedia coordinating.
- 3-5 years of demonstrable experience in Adobe Creative Suite (or software equivalent)
- Documented experience conveying personal stories, social justice, or human rights that motivate members of the general public to take action.
- Demonstrable knowledge and experience in current best practices for communications.
- Demonstrable experience with systems of oppression (such as transmisogyny and racism)

Please note that a portfolio is required for applying to this position.