

Communications and Research Associate

Job Description

The New Jersey Coalition Against Sexual Assault (NJCASA) seeks a full-time Communications & Research Associate. The Associate will support the entire organization by researching, writing, editing, and designing Coalition materials, including external communications, development collateral, and outreach and educational materials. The projects that the selected candidate will work on will consistently articulate and promote NJCASA's mission, purpose, and philosophy. The Communications & Research Associate will report directly to the Communications Manager and work with other members of NJCASA's staff to ensure the organization is viewed as the primary source for information regarding efforts to address sexual violence throughout the state and beyond.

NJCASA provides a statewide voice for survivors of sexual violence and the 21 county-based sexual violence programs (plus the Rutgers University Office of Violence Prevention and Victim Assistance – New Brunswick) that serve them. Our focus includes:

- Advocacy for survivor-centered policies and legislation;
- Training and education for sexual violence service professionals and allied professionals; and
- Prevention strategies to address and reduce the root causes of sexual violence.

NJCASA's Communications and Research Associate is a critical member of our small, passionate team. Ideal candidates will have a solid understanding of the root causes of sexual violence and the need to increase New Jersey's capacity to provide a trauma-informed response to victims/survivors. As is the case with all positions on our team, the selected candidate will be expected to think outside of the box, to be solution-focused, and to find opportunity amid challenges. The ideal candidate will have vision, a positive attitude, high professional standards, and passion for the mission of NJCASA. In addition, candidates should be politically savvy, outcome-oriented, have a mind for strategic planning, work with intention, and be interested in being part of a progressive, mission-driven team.

Responsibilities:

- Working with the communications team, draft and maintain a schedule for *all* planned agency communications encompassing e-communications and digital media, organizational blogs and resources, and other collateral.
- Draft content for, and manage, scheduling of all planned social media campaigns. Source and share timely articles from reliable resources, related to NJCASA's mission and focus-area.
- Assist with research for media requests.
- Research, write, and edit educational materials, presentations, and other outreach collateral with program team.
- Understand needs and research best practices to provide technical assistance to NJCASA's member organizations, along with program team.
- Work with Assistant Director to support grant writing and reporting tasks, including data collection, research, drafting letters of intent (LOIs), and programmatic reporting.
- Assist with special event planning and logistics, including NJCASA's annual 5K and September Celebration dinner. Will manage constituent database, attendee communications, donor platforms.
- Develop expertise and fluency in programmatic outcomes/impacts and be able to distill them into various organizational reports.

Qualifications and skills:

- At least three years of developing and implementing public relations, communications, or marketing initiatives.
- Experience with website content management systems and donor management systems.
- Excellent written, oral, and organizational skills.
- Flexible and creative self-starter who is able to work both independently and within a team.
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, Sexual Violence Program staff, and other supporters.
- Detail-oriented and thoughtful attention to messaging and language.

Experience/Skills:

- Working within a social justice organization, preferably with a focus on anti-violence, and the intersections of oppression.
- Commitment to creating accessible print and web content.
- Experienced issue-based researcher.
- Excellent persuasive and educational writing skills.
- Team player able to adjust multiple short-and long-term priorities in an ever-changing landscape.
- Ability to multi-task is essential.
- Experience with graphic design – familiarity with InDesign and Adobe Creative Suite is a bonus.

Salary range: Annual salary of \$40,000 - \$45,000, commensurate with education and experience.

To apply: Cover letter and resume in a **single PDF document** to pteffenhart@njcasa.org.

NOTE: Please no phone calls or follow-up emails. Only applications being considered will receive a response. *The position is open until the appropriate candidate is identified, preference will be given to submissions received by December 17, 2018.*

This position offers a competitive salary and benefits package. NJCASA is an equal opportunity employer that values a diverse workforce and an inclusive culture. NJCASA encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, and veteran status.