

# GENDER / JUSTICE

## Now Hiring

### Communications Manager

**Reports to:** Communications Director  
**Position Status:** Exempt, Salaried; (40 hours/week).  
Salary: \$65,000-68,000/year plus benefits described below.  
Remote/hybrid during COVID-19; Office in St. Paul, MN.  
Need to be a Minnesota resident or willing to relocate.

**To apply:** Submit PDF resume, cover letter, and 3 writing samples to [hire@genderjustice.us](mailto:hire@genderjustice.us). Applications will be considered on a rolling basis, with preference given to applications received by **June 23, 2023** – please apply before this date if possible. Include “Communications Manager” in the subject line.

#### **Organization:**

Gender Justice and Gender Justice Action are nonprofit legal, policy, and political advocacy organizations working to advance gender equity through the law. We work to create a world where everyone can thrive no matter their gender, gender identity or expression, or sexual orientation. Central to this work is dismantling the legal, political, and structural barriers to gender equity. We represent clients directly in state and federal court and before administrative agencies in impact litigation cases. In addition to pursuing justice through the legal system, we advocate for policies that expand gender equity and seek to educate and shape public understanding about gender barriers. We’re a small but mighty organization looking for the newest member of our ambitious, highly-effective, and growing team.

#### **POSITION SUMMARY**

Gender Justice is seeking an excellent writer and project manager to join Gender Justice’s communications team as Communications Manager. In this position, you will play an integral role helping to plan and implement strategic communications at a pivotal moment for gender equity and reproductive freedom in Minnesota. The Communications Manager supports all communications campaigns and initiatives for Gender Justice, Gender Justice Action, UnRestrict Minnesota, Unrestrict Minnesota Action and across the movement. The communications

manager is part of a communications team and works across departments to advance organizational priorities on multiple platforms. Responsibilities include developing and executing engagement strategies for our active communications campaigns and partnering with key ally organizations to advance aligned strategies. This position reports to the Communications Director.

**ESSENTIAL FUNCTIONS**—Essential duties and responsibilities may include, but are not limited to, the following

Digital program management:

- Develop and execute digital strategies across departments to advance issues and narratives, support fundraising campaigns, and grow audiences across all platforms.
- Cultivate and grow our email lists to advance organizational goals and build powerful relationships online.
- Lead analytics of the digital work, including regular tracking and reporting, to assess and drive strategies.
- Co-create compelling written content for email, social media, and our websites that builds meaningful connections and generates powerful calls to action.
- Use digital tools to expand and deepen our online base of supporters, including people across different races and backgrounds, in every corner of the state.
- Cultivate and grow Gender Justice and UnRestrict Minnesota's online presence through email, our websites, paid promotions and social platforms, and integrating digital strategies with coalition partners' on-the-ground campaigns.
- Support digital communications for Gender Justice and UnRestrict Minnesota events.

Communications Team Support and Project Management:

- Serve as lead project manager for key communications projects and campaigns, organizing tasks, timelines, and deliverables with other teams and contractors and assist with project evaluation.
- Support the communications team with drafting of press releases, op-eds, blog posts, and other content as needed.
- Represent the communications team at coalition meetings and partner events as needed.
- Research and collate news clips and news alerts; maintain updated lists of press and media contacts and engagement.
- Support development of periodic organizational newsletter.
- Work proactively with staff and coalition partners to maintain consistency of images and messages with brand style guide and across all forms of organizational communications.
- Support advertising activities to advance organizational mission and align our various campaigns/programs.

## QUALIFICATIONS

### Required Experience and Qualifications

- 3-5 years' experience working in communications for a non-profit organization or an electoral campaign.
- Understanding and ability to apply the intersectional racial, gender, and economic justice lenses that are required to communicate successfully in our diverse communities.
- Excellent project management skills; ability to manage multiple projects across different teams and timelines
- Excellent written communications skills through a variety of channels including email, social media and blogs.
- Experience developing and executing communication campaign plans.
- Ability to motivate diverse groups of people and be a strong team player.
- Excellent interpersonal skills.
- Excellent attention to detail.
- Ability to meet deadlines and manage multiple tasks in a fast-paced work environment.
- An open-minded approach and willingness to continually learn new technologies, strategies, and tactics related to the rapidly changing fields of strategic communications and digital organizing.
- Computer literacy and experience with workplace software and web applications.

### Preferred Experience

- Basic Graphic design
- Media production skills and video editing
- Ability to track, report, and respond to digital metrics
- Knowledge of database systems
- Experience with digital ad buying

*Employees are eligible for employer-subsidized health and dental insurance, generous paid time-off, and 3% employer-match to an IRA. Part-time employees are eligible for prorated insurance subsidies.*

*Gender Justice is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Gender Justice is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBTQ and trans people, immigrants, and others living in marginalized communities.*