

GENDER/ JUSTICE

Now Hiring Communications Manager

Reports to: Communications Director
Position Status: Exempt, Salaried; (40 hours/week).
Salary: \$68,000-\$70,000/year plus benefits described below.
Hybrid work environment with office in St. Paul
Open to candidates in Minnesota and North Dakota

To apply: Submit your materials to our [Asana application form](#), including a PDF of your resume, a cover letter, and 2–3 writing samples that best demonstrate your skills in areas like email campaigns, blog posts, social media content, or press writing. Samples can be published or unpublished, and collaborative work is fine, just note your role in creating them.

We will begin reviewing applications on July 21, but will consider applications until the position is filled.

Organization:

Gender Justice (c3) and Gender Justice Action (c4) 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 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.

As we launch a new strategic plan, we are entering an exciting chapter in our organization's growth. Narrative change and strategic communications are central to how we seek to achieve change, and this role is a key part of that vision. This is a unique opportunity for a mission-driven communicator who wants to tell powerful stories, help shift culture, and use

creative strategy to advance change in a critical moment.

POSITION SUMMARY

Gender Justice and Gender Justice Action are seeking an excellent writer and project manager to join our 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 and North Dakota.

The Communications Manager supports communications campaigns and initiatives for Gender Justice, Gender Justice Action, UnRestrict Minnesota, Minnesotans for Equal Rights, and allied efforts across the movement. This role manages and executes our supporter email program and serves as a hub of coordination across departments and platforms. It is ideal for someone who loves organizing workflows, writing and editing content, and working collaboratively across teams.

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

Digital Program Management:

- Help develop and implement digital strategies to advance narrative change, grow supporter engagement, and support organizational goals across Gender Justice, Gender Justice Action, UnRestrict Minnesota, and coalition campaigns.
- Serve as the central hub for our email program: write, edit, and schedule supporter emails; manage list segmentation; track performance and optimize content based on analytics.
- Create compelling written content for email, social media, and websites that drives action and reflects our brand voice and values.
- Coordinate with staff across departments to maintain a cohesive editorial calendar that supports legal, development, and advocacy priorities.
- Help maintain and grow our digital presence across email, web, and social media platforms.
- Monitor and report on performance across digital platforms, adjusting strategies to increase reach, engagement, and conversion.

Communications Team Support and Project Management:

- Serve as a project manager for select communications projects, coordinating tasks, timelines, and deliverables across teams and external partners; support evaluation and reporting.
- Draft and edit content such as press releases, op-eds, blog posts, and talking points to support media and advocacy goals.
- Provide occasional support for media relations, including maintaining press lists, tracking media coverage, and identifying outreach opportunities.
- Represent the communications team in coalition spaces and partner events as needed.

- Support production of the biannual organizational newsletter, coordinating across departments to gather and shape content.
- Ensure adherence to brand guidelines and support visual consistency across all external communications and materials.

QUALIFICATIONS

Required Experience and Qualifications

- Excellent writing and editing skills across platforms and mediums
- Strong project management and organizational skills
- Demonstrated commitment to gender, racial, and economic justice
- Experience developing and executing communications strategies
- Strong attention to detail and ability to adapt to shifting priorities and timelines in a dynamic work environment
- Familiarity with email marketing platforms and email list management
- Collaborative team player with strong interpersonal and communication skills
- Willingness to learn and adapt to new tools, technologies, and best practices in the evolving fields of strategic communications and digital engagement

Preferred Experience

- At least 3 years experience working in communications for a non-profit organization, advocacy group, or an electoral campaign
- Basic graphic design and video editing skills (e.g., Canva)
- Experience tracking and reporting digital engagement metrics
- Familiarity with CRM/database systems (e.g., EveryAction, NationBuilder)
- Experience using WordPress or other CMS platforms
- Experience managing or supporting digital advertising campaigns

Studies show that people from underrepresented backgrounds often hesitate to apply unless they meet every requirement. If you're excited about this role and believe you can make a strong impact, we encourage you to apply. We value lived experience, transferable skills, and a growth mindset.

Employees are eligible for employer-subsidized health and dental insurance , unlimited paid discretionary leave, and 3% employer-match to a retirement plan. Employees are also eligible for 12-weeks fully paid parental and medical leave for employees working at least 20 hrs/week after six months and 12-weeks fully paid sabbatical leave after five years.

Gender Justice/Action 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/Action is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBQ and trans people, immigrants, and others living in marginalized communities.