UNITE FOR REPRODUCTIVE & GENDER EQUITY

Position Announcement:

Communications Associate

Applications due: September 18, 2015

URGE is working to empower the diverse, upcoming generation of leaders who promote and protect reproductive freedom – both now and in the future. We are dedicated to the right of each person worldwide to decide when and if they will have sex, when and if they will be pregnant, and when and if they will have a child. URGE provides tools, training and leadership opportunities to young people aged 15 – 30 to mobilize for reproductive information and services and win real victories for their campuses and communities!

Communications Associate:

URGE seeks an experienced, creative Communications Associate who is passionate about reproductive justice and organizing! In close partnership with our Field, Policy, and Development Departments, the Communications Associate will help to promote the work of URGE across a variety of online and offline platforms. The ideal candidate will be a skilled, compelling writer with a keen eye for detail; comfortable with online technology, content management systems and social networking; experienced with a broad variety of contemporary media; and highly motivated in a fast-paced environment! This position reports directly to the Communications Manager.

Summary of Responsibilities:

- **Writing and Materials Development**
  - Write and edit communications content, including brochures, fact sheets, advocacy and fundraising e-blasts, newsletters, toolkits and other publications
  - Provide ongoing communications support for Field, Policy, and Development Departments
  - Help prepare and edit communications pieces for the Executive Director and other staff, including speeches, articles, editorials, etc.
  - Assist with design, production and dissemination of all URGE materials

- **Online Activism and Technology**
  - Contribute to online outreach strategy to strengthen our network and content reach
  - Develop innovative online campaigns to engage members and activists
  - Create, update and manage content and design for online and electronic materials
  - Help administer the URGE blog, including recruiting bloggers and expanding crosspostings
  - Assist with mass electronic communications in coordination with other staff
  - Strengthen email campaign performance, member data and online user experience and services and recommend best practices and key tactics
  - Manage website backend (Wordpress)

- **Media**
  - Contribute to media outreach strategy, including proactively pitching stories, organizing earned media opportunities and engaging diverse audiences
  - Monitor media developments and coordinate responses with members and allies
  - Write and edit media materials

Qualifications:

- Strong commitment to URGE's mission and values, particularly supporting reproductive freedom and promoting youth activism and leadership
- Bachelors degree required; minimum one year of relevant experience (including internships)
- Superb writing, editing and oral presentation skills in English
- Experience managing social media networks in a professional setting
- Demonstrated success managing and maintaining a website; HTML experience preferred
- Familiarity with content management systems; Wordpress experience preferred
- Proficiency with image-editing, desktop publishing and Microsoft Office software
- Experience in graphic design and layout (online and print) preferred
- Interest in sexual and reproductive health issues
- Must be willing to travel and work some weeknights and weekends

Salary: Commensurate with experience. Excellent benefits.

Location: Washington, D.C.

To Apply: Applications will be considered on a rolling basis until **September 18, 2015** Incomplete applications will NOT be considered. Please send cover letter, resume, 2-3 short communications pieces (at least 1 writing sample) and the names and contact information of three references to:

URGE
Attention: COMMUNICATIONS ASSOCIATE SEARCH
1317 F Street NW, Suite 501
Washington DC, 20004
OR
e-mail: klonden@urge.org
No phone calls please

URGE is an equal opportunity employer. People of color, lesbian, gay, bisexual, transgender people and those with disabilities are strongly encouraged to apply.