



COMMUNICATIONS COORDINATOR (FULL TIME, 40 HOURS/ WEEK)
URGE: UNITE FOR REPRODUCTIVE & GENDER EQUITY

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 18-30 to mobilize for reproductive information and services and win real victories for their campuses and communities!

URGE seeks an experienced, creative Communications Coordinator who is passionate about reproductive justice and organizing! In close partnership with our Field, Policy, and Development Departments, the Communications Coordinator 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 digital 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 Director.

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

- Maintain online outreach strategies through social media platforms including Facebook, Twitter, Instagram and Snapchat to strengthen our network and brand reach
- Familiar with digital communications tools
- 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 cross postings
- 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 (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:

- Demonstrated commitment to URGE's mission and values, particularly supporting reproductive justice, promoting youth activism and leadership, defending abortion access, and promoting LGBTQ liberation
- Bachelor's degree or equivalent work experience 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

Salary: \$44,000-\$54,000 with excellent employer-paid benefits.

Location: Position is based in Washington, DC at URGE headquarters.

HOW TO APPLY

Applications will be considered. 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: Dominique Jackson; Human Resources/ Operations Coordinator: djackson@urge.org

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