



Job Announcement Communications Coordinator July 2022

Organizational Overview

URGE plays a unique and critical role as a reproductive justice organization that engages young people and catalyzes their power to fight for the ability of all people to build the families they want, access the healthcare they need, and to live and love in a way that's true to who they are. Working with young people ages 18-30, and the leadership of young people of color, women, queer, trans, and nonbinary folks, and people of low-income, URGE provides training, field mobilization and national leadership to move policy, systemic, and cultural change.

Position Summary

URGE seeks an experienced, creative Communications Coordinator who is passionate about Reproductive Justice and organizing. At the core of URGE's mission are our values, commitment to justice, equity, diversity, and inclusion, disrupting anti-Blackness and dismantling white supremacy. We seek candidates whose values are aligned with those of our organization.

Working in close partnership with our Communications Manager and Digital Campaigns Manager as well as the Field, Policy, and Development Departments, the Communications Coordinator will help promote URGE's work 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.

Placement: This is a remote position. Candidates can apply from any state in the U.S. Candidates must be prepared to work from a home office with equipment provided by URGE and attend in-person events such as press conferences and coalition meetings.

This is a full-time exempt position that will report to the Communications Director.

Responsibilities:

- Assist in writing and editing communications content, including brochures, fact sheets, advocacy and fundraising e-blasts, social media toolkits, newsletters, student journalist blog, and other publications

- Act as key liaison between Communications and Development Departments, assisting with individual giving initiatives and the maintenance of URGE's online merchandise store
- Provide ongoing communications support for Field, Policy, and Development Departments
- Assist with design, production, and dissemination of all URGE materials
- Contribute to online outreach strategy to strengthen our network and content reach
- Develop innovative social media strategies to engage members, donors, and activists
- Design Development collateral, including annual report, impact report, and donor packets
- Create, update, and manage content and design for online and electronic materials
- Assist with mass electronic communications in coordination with other staff
- Manage website backend (WordPress)
- Monitor media developments and coordinate responses with members and allies
- Assist with tasks taken up by the Communications Department as needed

Qualifications:

- Strong commitment to reproductive, gender, and racial justice; to the rights of all individuals to make their own decisions about sexual and reproductive health; and to government's responsibility to defend and support those rights
- Commitment to reproductive and gender justice, abortion access for all, queer and trans liberation, building young people's political power, and dismantling white supremacy.
- Commitment to co-creating a work environment that is just, equitable, and inclusive to all, including Black, Indigenous, and other people of color, LGBTQIA+ people, women, and people with disabilities.
- Bachelor's degree preferred; 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.
- Familiarity with content management systems; Word press experience preferred.
- Proficiency with image-editing, desktop publishing, and Microsoft Office software.
- Experience in graphic design and layout (online and print), Canva preferred.

Salary: \$48,000 - \$62,500 annually with excellent benefits, including health and dental coverage for staff fully paid by URGE. Because of the differences in cost of living based on location, URGE utilizes location in determining salary, among many factors.

To Apply: Applications are accepted on a rolling basis. Please state "**Communications Coordinator**" on the subject line. Incomplete applications will NOT be considered. Please send a cover letter and resume to jobs@urge.org.

URGE is an equal opportunity employer. Black, Indigenous and other people of color, LGBTQIA+ people, and those with disabilities are strongly encouraged to apply.