



Connecticut Alliance to End Sexual Violence Resource and Communications Coordinator

The Alliance is the statewide coalition of sexual assault crisis service programs working to end sexual violence through victim assistance, community education, and public policy advocacy. The mission of Connecticut Alliance to End Sexual Violence is to create communities free of sexual violence and to provide culturally affirming, trauma-informed advocacy, prevention, and intervention services centered on the voices of survivors.

Position Summary

We are seeking a strong writer and advocate to join our dedicated and talented team. This position will play an important role in developing coalition materials and resources including internal and external publications, assisting with branding and messaging, and using social media and other technology to communicate with our partners and allies. This position requires exceptional writing proficiency, attention to detail, strong project management skills and social media savvy.

The Resource and Communications Coordinator position is a full-time position with benefits. The position reports to the Associate Director.

Primary Responsibilities:

- Develop, edit, design, and/or coordinate the creation of resources for Alliance' member programs, community partners and allies; including fact sheets, flyers, event programs, resource guides, training materials, and best practice guides.
- Maintain organizational website and social media presence including, but not limited to, Facebook, Twitter, Instagram, YouTube, blogs and organizational listservs.
- Work with the Director of Policy and Public Relations to implement annual communications plan utilizing social media and agency website.
- Work with coalition staff and member programs to create and utilize effective branding and messaging.
- Assist in community engagement activities including tabling at events and meetings with allies and professional partners.
- Assist with planning and managing logistics of events such as trainings, conferences, and webinars.
- Other duties as assigned by the Director of Prevention and Programs or the Executive Director.

Qualifications:

- Knowledge of and commitment to end sexual violence, violence against women, and other social justice issues
- Demonstrated ability to write clear and compelling articles, briefs and fact sheets
- Experience with website design and maintenance, and electronic newsletter development
- Experience developing and maintaining social media content
- Experience with Constant Contact, WordPress, Adobe Creative Suite programs, and an eye for design
- Strong technical writing and research skills
- Demonstrated ability to develop partnerships and work in coalition with community or state partners
- Ability to initiate and follow through on projects with a minimum of supervision
- Ability to manage multiple projects simultaneously and consistently meet deadlines
- Bachelor's degree in related field or equivalent experience and proven skill level and at least 1-2 years of related work experience
- Reliable transportation and an ability to travel statewide
- Availability to work some nights and weekends

Benefits Include:

- Four weeks vacation during the first year of employment
- Four personal days
- Eleven holidays
- Medical benefits, with premium for employee paid by The Alliance
- Life insurance
- 401K
- Flexible work options

Additional Information:

The successful candidate must acquire and maintain Sexual Assault Crisis Counselor/Advocate Certification within first six months of employment.

To Apply

Applicants should email a cover letter expressing interest and qualifications, an updated resume to: Human Resources at The Alliance: hr@endsexualviolencect.org. *Email inquiries only please.*

NO PHONE CALLS PLEASE. The Alliance is an affirmative action, equal opportunity employer.

DIVERSE CANDIDATES ARE ENCOURAGED TO APPLY

Connecticut Alliance to End Sexual Violence is an equal employment opportunity employer and is committed to maintaining a non-discriminatory, diverse and dynamic work environment.

The Alliance does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.