



Job Description for:
Communications Specialist

Overview

Ujima Inc., The National Center on Violence Against Women in the Black Community (Ujima Inc.) was founded in 2015 in response to a need for an active approach to ending violence against women in the Black community. The name Ujima was derived from the Kwanzaa Principle of “Ujima,” which means Collective Work and Responsibility. This principle is critical to addressing violence against Black women in the United States. Ujima Inc., through its education and outreach, training and technical assistance, resource development, research, and public policy efforts, mobilizes the Black community and allies to strengthen our families, recognizing that the safety and viability of our families is connected to the health and well-being of our individual neighborhoods and communities at large. We define the Black community as the African Diaspora in its broadest sense, e.g., Black Americans (descendants of the enslaved in the U.S.) and African, Afro-Caribbean, and Afro-Latinx immigrants, refugees, and asylees.

Job Summary

The Communications Specialist is responsible for coordinating internal and external communications efforts including public relations, content development and planning, marketing, website, design, social media channels, and media relations.

Essential Duties

- Writes and edits blog posts, press releases, emails, newsletters, flyers and marketing collateral, website and social media content, and any other written communications.
- Uses various content management systems to create/edit content on the agency website.
- Oversees the development and coordination of marketing/advertising projects and campaigns.
- Creates internal communications for departments.
- Creates and distributes external communications for multiple departments.
- Develops development-based communications for funders.
- Strong organizational and time management skills, and the ability to successfully manage several projects simultaneously.
- Proficient in graphic design supporting internal and external communications.
- Assists in the development and implementation of a corporate communication plan.
- Assists with taking photos and assisting with video projects.
- Maintaining all client, financial, staff, volunteer, and other appropriate information as confidential in nature.
- Representing Ujima Inc. in a positive, professional, and enthusiastic manner at all times.
- Completing all work in an accurate and timely fashion.
- Solving practical problems in a quick and timely manner and interpret a variety of instructions furnished in a written or verbal form.
- Performing other duties as may be necessary or assigned.

Qualifications

- Four-year degree in Communications or Journalism or related field preferred
- 3+ years of successful experience in communications content planning, development, and execution for nonprofits or government.

Skills

- Excellent verbal and written communication skills which demonstrate a commitment to professionalism.
- Ability to develop and maintain cooperative relationships with a diversity of individuals, organizations, stakeholders, and government agencies.
- Excellent research skills.
- Knowledge of Microsoft Office Suite software, Adobe Acrobat, Google Workspace, and Zoom.
- Knowledge of and experience with email marketing software, such as Constant Contact.
- Knowledge of social media best practices for business (across Facebook, Instagram, and Twitter) and familiarity with using social media management tools, such as Hootsuite.
- Proficiency in Microsoft Office Suite and basic Adobe applications.
- Proficiency in online design tools, such as Canva.
- Proficiency in graphic design tools, such as Adobe Creative Suite is a plus.
- Experience with WordPress or similar website content management systems.
- Experience tracking website and/or social media analytics and reporting trends.
- Excellent organizational, social, communication, public speaking, networking, active listening skills, and detail orientated.
- Manage multiple projects with overlapping deadlines.
- Work independently, as well as collaboratively, in a small office setting and remotely.
- Ability to work effectively and collaboratively with staff and volunteers.
- Passion for Ujima Inc.'s mission to end the silence of domestic violence.
- Creativity and a desire to approach solutions in innovative ways.
- Superior organization skills.
- Strong team and coalition building skills.
- Willing to work remotely, and travel locally and nationally with occasional overnight stays.
- Flexible scheduling to allow for work outside of regular business hours as requested.
- Ability to work in a fast-paced, cooperative, non-smoking, anti-violence environment.

Reports to: Communications and Sustainability Director

Employment Status: Full time, Exempt

To Apply: Send résumé and cover letter to Indeed. In the resume, include a link to a minimum of three writing and design samples each (or digital portfolio link). Please do not email resumes.

Closing Date: **Open until June 9, 2023**

Equal Employment Opportunity

It is the policy of Ujima Inc., The National Center on Violence Against Women in the Black Community to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. To find out more about Ujima Inc., as well as other exciting and fulfilling career opportunities, please visit us at www.ujimacommunity.org/jobs/