



## **ANNOUNCEMENT: Job Opening**

### **POLICY COMMUNICATIONS & ADVOCACY COORDINATOR**

Location: Washington, D.C.

#### **WHO WE ARE**

For almost four decades, **Futures Without Violence** (FUTURES) has worked to end violence against women, children, and families in the US and around the world. We believe that everyone has the right to live free from violence and that we all have a role in making this vision a reality. We are a social change organization known for our ground-breaking public communication campaigns, training and education programs, community mobilization, policy advocacy and leadership development for survivors of violence and those marginalized communities disproportionately affected by violence. We continue to break ground reaching new audiences and improving the way health care providers, coaches and teachers, employers, and others respond to violence and abuse. From domestic and dating violence in the United States, to child abuse and sexual assault, to trafficking and femicide around the globe, Futures Without Violence works to end some of the most pressing global issues of our time.

Please consider joining our effort!

#### **RESPONSIBILITIES:**

- Help write, design and promote communication materials that increase awareness and mobilize people to take action to reduce domestic violence, sexual violence and child trauma;
- Work with organizational and coalition partners to drive awareness and action around policy affecting women and children exposed to violence;
- Layout and design policy briefs and advocacy documents to educate policymakers;
- Continually update FUTURES website with new written and visual content to educate the public about opportunities to advance the prevention of violence;
- Help draft short statements for press, and work with Hill offices to plan events
- Write and produce Washington Update newsletter for multiple stakeholders;
- Draft email actions and social media posts that inspire people to take action,
- Help leverage headlines to launch fast-breaking campaigns that get the attention of media outlets, opinion leaders and policymakers
- Help manage presence in social networking sites including Facebook, Twitter, Instagram and other similar community sites, posting on relevant blogs, and seeding content into social applications as needed
- Monitor trends in social media tools, trends, and applications and provide regular feedback to management and staff of insights gained from such monitoring
- Report on actionable statistics - primarily email but also some select web metrics;

#### **EXPERIENCE AND SKILLS:**

The successful candidate will have:

- Bachelor's degree with at least 2 years experience working as a writer, journalist, congressional press secretary, digital organizer, non-profit communications associate or designer;

- Superior writing skills for multiple types of formats
- Knowledge of federal policy advocacy; experience working on Capitol Hill a plus
- Ability to design compelling infographics and basic data visualization
- Superior attention to detail and command of contemporary computer skills, office hardware, PC software (Windows environment).
- Substantial experience utilizing, engaging, and organizing on various social media platforms (Facebook, Twitter, Instagram, etc.).
- Experience working with diverse audiences
- Knowledge of html, online collaboration platforms (i.e., Google calendar, Zoom, etc.), advocacy database, and WordPress content management system a plus.
- Must be willing to occasionally work outside traditional work hours when breaking news or legislative advocacy requires it
- Commitment to social justice and ending violence against women, children and youth and helping families and communities affected by violence heal and thrive.
- Up to 10 percent of staff time may be spent on administrative duties

**SALARY AND BENEFITS:**

This is full-time, exempt position with a pay range of \$50-60,000/year, commensurate with experience and expertise. FUTURES offers a competitive benefits package.

**PLEASE SEND RESUME AND COVER LETTER TO:** [policyadvocacy@futureswithoutviolence.org](mailto:policyadvocacy@futureswithoutviolence.org), with “Policy Communications and Advocacy” included in the subject line. Applications will be considered on a rolling basis

*FUTURES welcomes applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. FUTURES maintains a diverse and dynamic workforce and is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law.*