



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## **JOB OPENING**

<b>POSITION TITLE:</b>	Communication Officer
<b>REPORTS TO:</b>	Director of Development and Communications & Executive Director
<b>STATUS:</b>	Non-exempt Regular Full Time (37.5 hrs/wk)
<b>SALARY:</b>	\$33.00 TO \$35.00 Per hour

### **SUMMARY:**

Refugee Women's Alliance (ReWA) offers culturally and linguistically competent comprehensive employment services and vocational training opportunities to immigrant and refugee families to promote self-sufficiency and independence. Services include employability assessment, employment search, job readiness workshop, basic computer literacy workshop, English as second language, job placement and retention, coaching for career development and advancement, and intensive case management.

The Communications Officer advances ReWA's mission and vision by identifying and communicating with key audiences to foster their commitment to action. This position is responsible for ensuring the organization speaks with a consistent voice and that internal staff and external audiences understand ReWA's voice and brand promise.

The Communications Officer coordinates the organization's communications strategies, which may include working with consultants and contractors to generate timely written, visual, and digital deliverables. Additionally, this position is responsible for managing internal communications, helping ReWA team members to understand and internalize the organization's values and goals.

The Communications Officer role is community-facing, interacting with donors, volunteers, and community partners under the direct supervision of the Executive Director. This position is required to assist in the preparation and execution of staff- and donor-events.

## **ABOUT REWA:**

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

## **RESPONSIBILITIES:**

### **External Communications**

- Responsible for external messaging and overall branding of ReWA with direction from the Executive Director and Director of Development.
- Strategizes and executes strategic communications plans to proactively communicate the vision, goals, and work of ReWA.
- Creates and disseminates key messages describing ReWA, its mission, and goals.
- Identifies proactive opportunities to share messages, including op-eds and blogs.
- Prepare and creates written deliverables, including: print and digital newsletters, issue briefs, impact stories, op-eds, annual reports, etc.
- Assist Executive Director with preparing and disseminating quarterly newsletter.
- Ensures communications deliverables adhere to brand identity standards.
- Secures, supports, and participates in high visibility speaking opportunities for senior ReWA leaders.
- Ensures that all collateral, including brochures and PowerPoint presentations, remain up-to-date and conform to brand standards.
- Keep website and all social media sites updated by writing and developing engaging content. Refugee Women's Alliance is an Equal Opportunity Employer.

- Collect and distribute stories about projects and programs from staff and partners in both written and visual forms (i.e., photography, videography).
- Develop all collateral material for marketing purposes.
- Monitor website analytics and develop content for search engine optimization.
- Responsible for timely press releases and accurate media list.
- Conduct presentations, as necessary, on behalf of the organization related to raising awareness and funding.
- Assist with and/or lead in the planning and production of select special events (e.g., International Women's Day Celebration).
- Responsible for supporting advocacy-related messaging, briefing materials and reports (oral and written) including legislative reports, hand-outs, and talking points.
- Other duties as assigned by Executive Director.

### **Internal Communications**

- Works with staff across the organization to support the communications needs of programs; helps align messages and coordinate the release of deliverables across programs.
- Help develop and manage internal (staff-facing) communications, keeping staff educated about organizational values and goals through all-staff communications.
- Provides executive-level assistance to the Executive Director (e.g., board packets, appointment setting, etc.).
- Assist with and/or lead in the planning and production of select staff celebration events.
- In collaboration with the other Development Staff assist with all internal and external events.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree required.
- A minimum of two years professional communications experience in a fundraising department for a non-profit organization.
- Graphic design and/or layout design skills and experience.
- Must be comfortable working with people of diverse backgrounds (e.g., race and ethnicity, sexual orientation, gender identity and expression, socioeconomic status, etc.).
- Ability to work well under pressure, rapidly assess problems, develop solutions, and deploy limited resources effectively.
- Ability to organize and prioritize multiple projects and meet deadlines.
- Detail-oriented with a high level of accuracy.

- Highly developed interpersonal skills, affinity for establishing and managing relationships, and demonstrated high level of confidence and poise.
- Possesses an understanding of professional boundaries.
- Excellent writing, public speaking, and presentation skills.
- Excellent computer skills, including working in a Microsoft Windows and Office environment, Wordpress, database management, and record keeping.
- Ability to work independently and in a collaborative team environment.

**PREFERRED QUALIFICATIONS:**

- Knowledge and experience working with CRMs.
- Video production and/or editing skills and experience.
- Ability to occasionally work a flexible schedule that may include evenings and weekends.
- Ability to lift up to 50-lbs.
- Valid driver's license and proof of insurance.
- Reliable mode of transportation.

**BENEFITS:** Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

**TO APPLY:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**CLOSING DATE:**

Open until filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.