



Job Description: Communications Manager

Organizational Overview: Rights4Girls is a human rights organization dedicated to ending gender-based violence in the United States. We work to change the narrative and policies that allow young women and girls to be criminalized when they are victimized and advocate for approaches and interventions that provide girls and young women with safety and support. Our work includes public education campaigns, research and writing, policy development and advocacy, training and technical assistance, youth engagement and coalition building.

Roles and Responsibilities:

- Manage Rights4Girls' current social media and website, including the creation of online content.
- Ensures that all materials present a clear, unified, and positive image for the organization and/or brand.
- Analyze social engagement analytics and performance on all platforms.
- Draft and execute press releases, op-eds, blogs, newsletters and other external communications materials on a variety of issues relating to the mission and work of Rights4Girls.
- Manage and respond to media inquiries.
- Provide other communications and administrative support as needed.
- Promotes and attends special events and functions.
- Arranges for photography and/or press coverage for special events.
- Respond to communication-related issues in a timely manner.

Qualifications:

- A Bachelor's degree in Journalism, Communications, Public Relations or a related field, or equivalent work experience.
- At least 2 years of communications experience.
- Excellent proofreading, copy editing, writing and oral communication skills.
- Strong graphic design skills.
- Strong computer skills and proficiency in Mailchimp, Canva and Social Media Platforms (Twitter, Facebook, and Instagram).
- Applicants should possess a proactive and self-motivated work style.
- Ideal candidates will have a demonstrated commitment to Rights4Girls' mission and an understanding of the intersections of race, gender, and class.

Interested applicants may apply by sending a cover letter, resume, and writing sample to carolina@rights4girls.org with "Communications Manager" in the subject line.