

EMPLOYMENT OPPORTUNITY

Communications Coordinator

Reports to:

Communications Manager

About us:

Our Organization: Freedom, Inc. (FI)'s mission is to end violence within and against low-income Black, Hmong and Khmer communities, and we focus our efforts on women and girls, queer, trans and intersex folx within these communities to bring about this change. FI's approach to achieving its mission is to 1) provide direct support to survivors of gender-based violence 2) provide leadership development to survivors to increase their agency, empowerment and skills for creating change 3) organize survivors-led grassroots campaigns that build power and move us toward our pillars of gender justice, QTI justice, Black and Southeast Asian liberation, abolition and movement building.

Job Summary:

Freedom Inc. is searching for a motivated Communications Coordinator who will support the Communications Manager with promoting Freedom Inc, and Action Now by implementing and creating informative content with a communications plan in order to increase our brand awareness, and advance organizational grassroots organizing campaigns.

Key Responsibilities:

- Implement organizational and programmatic communications & strategy on all social media platforms (Facebook, Twitter, Instagram including websites)
- Write and edit content for website, email marketing (newsletters, press releases) and all social media
- Maintain organizational editorial calendar
- Maintaining the collateral/materials in a secure location (Ex: editorial calendar, press releases, other documents, images, infographics and merch)
- Assist with monitoring, tracking, reporting and present online engagement analytics (web, social media)
- Create marketing and communication materials such as postcards, merchandise designs, website content, social media content management...etc.
- Updating the websites, as needed

A Successful Candidate will have:

- A passion for the FI's mission and demonstrated commitment to addressing issues facing the SEA and Black community
- Bachelor's degree in Communications, Marketing, Journalism or related field, preferred
- 2+ years experience working in marketing or communications role



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- 1+ years of professional/community experience working with and advocating for gender non-conforming communities
- Understanding of gender diversity, gender/racial/Queer justice and be comfortable working with teens, girls, and folks who identify as LGBTQI
- Content creation skills (Ex: graphics & narrative building)
- Social Media management
- Basic photography and videography skills, preferred
- Basic HTML and website development & maintenance skills, preferred
- Excellent verbal and written communication skills
- Advanced proficiency in MS Office applications (Word, Excel, PowerPoint) and Google Business; web-based applications like Adobe Creative Cloud including Illustrator, Photoshop, Basecamp, Trello, Slack as well as proficiency with Audio/Visual technology
- Ability and willingness to work occasional weekends, evenings/late nights
- Bilingual and multicultural candidates are encouraged to apply

Location:

This position is based, in person in Madison, WI. It is not a remote position although there may be times when position may be remote in town due to Covid safety protocols.

Compensation & Benefits info:

This full-time position offers a non-profit salary commensurate with experience, flexible work hours, collaborative work environment, and a benefits package that includes generous vacation, medical and dental insurance, and the option of participating in pre-tax transit benefit program and/or a voluntary 403(b) retirement savings plan.

Please send your resume to: hr@freedom-inc.org

Freedom, Inc. is an equal opportunity employer, which does not discriminate against individuals based on race, national origin, gender, physical disability, religion, sexual orientation, age, or any characteristics protected by the law.