

## **EMPLOYMENT OPPORTUNITY**

### Communications Manager

#### **Reports to:**

Executive Director

#### **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 Manager who will play a key role in 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 campaign objectives.

#### **Key Responsibilities:**

- Use strategic communications to create visibility for the organization and its programs
- Manage and implement organizational and programmatic communications & strategy on all social media platforms (Facebook, Twitter, Instagram including websites)
- Define performance indicators and levels of success for campaigns
- Write and edit content for website, email marketing (newsletters, press releases) and all social media
- Maintain organizational editorial calendar
- Develop communications strategies alongside grassroots organizers to advance organizational campaigns.
- Build relationships with regional and national journalists toward partnership and in service of organizations
- Act as a spokesperson for the organization when appropriate (Ex: panels at conferences; brief interviews)
- Supervise Communication staff and interns

#### **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
- 3+ years experience working in marketing or communications role
- 2+ years Supervisory experience
- Understanding of gender diversity, gender/racial/Queer justice and be comfortable working with teens, girls, and folks who identity as LGBTQI
- Project Management skills
- Content creation skills (Ex: graphics & narrative building)
- Basic photography and videography skills
- Basic HTML and website development & maintenance skills
- 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 your send resume to: [hr@freedom-inc.org](mailto: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.*