



## **POSITION DESCRIPTION**

**POSITION TITLE:** COMMUNICATION SPECIALIST  
**REPORTS TO:** Executive Director  
**SALARY RANGE (1FTE):** 35,000-40,000 (2,916-3,333/month) DOE

### **ORGANIZATION:**

The Native Alliance Against Violence (NAAV) is Oklahoma's only tribal coalition against domestic and sexual violence. The NAAV, a nonprofit organization, serves Oklahoma's federally recognized tribes and their tribal domestic and sexual violence programs by providing training, technical assistance and support to address the crimes of domestic violence, sexual assault, dating violence, stalking and sex trafficking in Oklahoma Indian Country.

### **AREA OF FOCUS:**

This position focuses on developing a communications plan for the organization that promotes the NAAV services and resources, producing content for the organization's websites, social media, print and e-newsletters, announcements, flyers, and publications that provides cutting-edge information to our members and the community. This position will also be responsible for providing writing and editing support to program staff who produce articles, policy papers, and training materials for the field. This is a full-time, exempt position reporting to the Executive Director.

### **RESPONSIBILITIES:**

The duties of this position include but are not limited to the following:

- Research and draft articles for the organization's websites;
- Provide writing and editing support to program staff to assist them in developing website content and policy briefs/articles/curricula;
- Assist with development of grants, annual reports, PR materials, and other documents as needed;
- Work with website consultants to update site design as needed;
- Use Google Analytics to guide website development and monitor topics of interest to our constituents;
- Develop and execute an organizational communications plan in conjunction with program staff that identifies topics, writers, and a schedule for the production of content for the organization's print and e-newsletters, the website, social media and other written products.
- Coordinate the production of content to meet scheduled deadlines.
- Post dynamic social media content on a regular basis.
- Collect and submit website usage data promptly for required progress reports to funders.

- Participate in weekly staffing meeting to discuss status of grant training goals, objectives and activities, discuss new ideas and/or challenges;
- Work on various grant activities as requested;
- All other activities and tasks as may be assigned for the good of the organization.

**OTHER:**

This Job description is intended to outline areas of responsibility and authority of the Communication Specialist. It is not a complete list of tasks that are included in the position. The Communication Specialist is encouraged to use their experience and creativity to effectively implement the goals, objectives and activities of this position. The Communication Specialist must be willing to work as part of the NAAV team to achieve mutual goals, commit to pursue goals with energy and good humor, and have a willingness to embrace the mission and goals of NAAV and commit to work towards ending violence against Native women and children. This is a grant funded position contingent upon the renewal of grant funds and continuation of the position.

**MINIMUM QUALIFICATIONS:**

- BA in journalism, English or communications or equivalent education/experience; demonstrated experience writing for traditional publications as well as internet content.
- Desired: Education/experience in women's issues, criminal justice, law or public policy, and experience in working with tribal communities.
- Excellent overall writing skills in different styles/tones; impeccable spelling and grammar.
- Great research, organizational and learning skills.
- Familiarity with keyword usage and other SEO best practices; understanding of formatting articles for the web; high comprehension of software like Microsoft Word and Google Docs.
- Familiarity with basic website design fundamentals and digital content management systems.
- Ability to work as part of a team and independently.
- Creative and strategic thinker.
- Demonstrated ability to prioritize and balance workload, and work well with diverse groups of people.
- Desired: competency in lay-out, formatting, publication design.
- Must possess and maintain a valid Oklahoma driver' license, and independently travel within the state of Oklahoma and nationally as may be required;
- Must be willing to lift and carry up to 50 lbs; and
- Must be willing to submit to and successfully pass a criminal background check.

**To Apply**, send resume and a thoughtful cover letter to [jobs@oklahomanaav.org](mailto:jobs@oklahomanaav.org). Qualified applicants will be interviewed on a rolling basis. The position will remain open until filled. No telephone calls will be entertained. ***All applications will be kept strictly confidential.***