Job Description: Communications Coordinator

The Nevada Coalition to End Domestic and Sexual Violence, NCEDSV, was founded in 1980 by the five existing domestic violence programs as a vehicle to provide statewide focus on the issue of domestic violence. Our overall purpose is to help Nevada’s communities respond creatively and effectively to the needs of victims of domestic and sexual violence. NCEDSV works toward being the statewide voice advocating for the prevention and elimination of domestic and sexual violence through partnering with communities. NCEDSV recognizes the importance of and affirms our commitment to diversity, equity and inclusion. We respect and value all human life and welcome the diversity that makes up human kind by sex, gender, race and religion.

Position: Communications Coordinator
Reports To: Executive Director
Status: Full Time, Professional Employee Exemption
Hours: 40 hours/week, 9-5 pm, Monday – Friday
Location: Reno or Henderson Area
Benefits: Health, vision & dental insurance, paid vacation & sick leave, holidays, life insurance, retirement plan option
Wage Range: $50,000.00 – 95,000.00 per year
Travel: Frequent statewide travel required, some national
Date Reviewed: July 2023

Summary: The Communications Coordinator is responsible for the media relations in accordance with NCEDSV’s vision and mission. The Communication Coordinator will manage the communications and public relations work of the Coalition. The Communications Coordinator works under the supervision of the Executive Director.

Overview: The Communications Coordinator develops and maintains the Coalition’s voice and brand with public awareness campaigns and materials. The Communications Coordinator will work throughout the state in partnering with collaborating community partners, direct service providers, and supporters to establish strategic focus and priorities of the Coalition’s voice.

Responsibilities:
Primary:
- Develop and implement a communications plan that incorporates strategies for public awareness materials and campaigns, website development and other social media efforts.
- Develop and implement a media plan that raises the visibility and name recognition of the Coalition across the state.
- Direct and oversee media relations.

Representation:
Serves as agency representative and ambassador in all internal and external interactions and communications in a manner that upholds the Coalition's mission and vision statements and guiding principles.

Possible Board Committee Assignments:
- External Affairs Committee

Physical Demands:
- Ability to lift 25 lbs.
- Sitting for extended periods of time
- Standing for extended periods of time

Qualifications:
Required skills, knowledge and ability:
- Excellent verbal, written, proofreading, and organizational skills
- Computer literacy and proficiency with MS Office Suite, WordPress, Adobe Creative Cloud, and Constant Contact.
- Access to reliable transportation to travel as needed to complete job duties, valid State ID
- Ability to read, write, and speak Spanish preferred
- Ability to adapt to changes in work duties, processes and technologies
- Ability to work independently as well as collaboratively with co-workers who have a diverse range of communication styles and approaches to program planning in a highly interactive and highly productive work environment
- Ability to manage time, evaluate progress, and adjust activities to complete assignments within established timeframes
- Experience working in a non-profit environment
- Understanding of domestic and sexual violence issues, stalking, program service provision, and commitment to ending violence
- Understanding the issues of cultural diversity related to domestic and sexual violence intervention as well as in the context of social change work, and the daily work environment

Education and Experience:
- 6 years’ equivalent prior experience as a volunteer / intern or staff in Communications, Marketing or related field or
- BA degree in Communications, Marketing, or related humanities field and 2 years’ experience (volunteer/staff), or
- Combination of lived experience and either volunteer / advocacy experience in a domestic or sexual violence program or education in Communications / Marketing or related field.
- Communications, public relations, and media experience required.
- Experience in social change advocacy preferred
- Experience working in a non-profit environment preferred
This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. All employees are expected to assist with the effective operation of NCEDSV, performing other duties and fulfilling other responsibilities as assigned.

By signing the job description, it shows the employee understands the requirements, essential functions and duties of the position.

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Employee Signature          Employee Printed Name            Date

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Supervisor Signature        Supervisor Printed Name          Date