



## In Our Own Voice: National Black Women's Reproductive Justice Agenda

### Position Description

**TITLE:** Communications Associate

**PROGRAM:** Communications Division

**SUPERVISOR:** Director of Content and Digital Strategies

**ORGANIZATIONAL DESCRIPTION:** *In Our Own Voice: National Black Women's Reproductive Justice Agenda* is the only national Black women's Reproductive Justice organization. Our goal is to increase and highlight the leadership of Black women on reproductive health, rights and justice issues. *In Our Own Voice* is a national-state partnership with eight Black women's organizations: Black Women for Wellness, Black Women's Health Imperative, New Voices for Reproductive Justice, SisterLove, Inc., SisterReach, SPARK Reproductive Justice NOW, The Afiya Center, and Women With a Vision.

As a Reproductive Justice organization, *In Our Own Voice* approaches these policy issues from a human rights perspective, incorporating the intersections of race, gender, class, sexual orientation and gender identity with the situational impacts of economics, politics and culture that make up the lived experiences of Black women in America.

Our major goals are:

1. To establish a leadership voice for Black women on reproductive rights, health and justice policy at the national level;
2. To build a coordinated grassroots movement of Black women in support of abortion rights and access, including ending the onerous funding restrictions, contraceptive equity and comprehensive sex education;
3. To lay the foundation for ongoing policy change at the national and state levels that impacts the lives and wellbeing of Black women and their families; and
4. To engage and motivate Black women as a traditionally underrepresented group to use their voting power in the American electorate.

**SUMMARY DESCRIPTION:** The Communications Associate is a key member of the communications team and supports all aspects of content production and targeted outreach. Working with communications , policy, and program staff, as well as with *In Our Own Voice* partner organizations, the Communications Associate helps promote and disseminate key messages through publications, digital platforms, videos, social media, and marketing campaigns. The Communications Associate assists with editing content, providing basic website design, assisting with publication layout and design, and engaging in social media outreach. The ideal candidate has a strong interest in Reproductive Justice; is skilled at working independently and as part of a team; and is able to demonstrate initiative, professionalism, and attention to detail. This position reports to the Director of Content and Digital Strategies.

### RESPONSIBILITIES:

- Work with the communications team to support effective communication strategies and useful metrics.
- Provide design and layout support for publications and online material.
- Work with communications team to support and social media and editorial content to include website, marketing materials, video, and audio scripts.
- Assist with website and content updates.
- Review partner organizations' websites for updates.
- Stay current on industry trends.
- Assist with program content for the Next Generation Leadership Institute.
- Assist with creating basic graphics in design software.
- Provide administrative and travel support for Communications team members and Next Generation Leadership fellows.
- Other tasks as assigned by the Director of Content and Digital Strategies and Vice President of Communications.

**QUALIFICATIONS:**

- Two to four years relevant professional communications experience
- Experience with social media and online campaigns
- Working knowledge of Adobe Creative Suite, particularly InDesign, Venngage, Canva, Constant Contact, Social Media platforms, Google Analytics, Microsoft Office (especially Word, Excel, Teams, Outlook, PPT)
- Bachelor's degree in communications, journalism, or related discipline preferred

TO APPLY: Please send the following to the attention of Bettye Brentley, Vice President of Finance and HR [HR@blackrj.org](mailto:HR@blackrj.org).

Please submit materials in Word or PDF:

- Cover letter
- Resume
- 2 writing samples. You may include links to the writing samples
- 3 professional references

All inquiries and applications will be kept confidential. Interviews will be on a rolling basis until a decision is made. Applicants should get their materials in as soon as possible.

*In Our Own Voice: National Black Women's Reproductive Justice Agenda is an equal opportunity organization.*