



The Sexual Trauma and Abuse Care Center Director of Communications Position Description

Basic Purpose: In accordance with the mission statement, the Director of Communications position's purpose is to manage all information delivery, events and assist with educating and providing information to the community on issues surrounding sexual violence. The Director of Communications will work with the Executive Director, agency leadership and staff, and community social service agencies to identify needs for sexual violence outreach and education in the community.

Principal Accountabilities:

1). Responsible for community education and awareness, community impact initiatives, events and outreach efforts. (approximately 65% of time)

- Supervise the Education Team, projects and programs.
- Curriculum modification in collaboration with the education team.
- Coordinate and arrange education/outreach presentations for the community.
- Manage educational programs for Douglas County and surrounding areas (Jefferson and Franklin Counties) with a focus on underserved populations and local schools.
- Provide support to agency events (Take Back the Night, Show Up for Survivors, etc.)
- Research and develop community specific initiatives around the education and prevention of sexual assault and abuse.
- Ensure that the agency is providing best practices for trauma-informed and survivor-centered educational programming.
- Track and collect data for reporting purposes.

2). Responsible for promoting and managing the agency's branding and public image through social media and awareness efforts. This position will assess the efficacy of the agency's communication strategies and take steps to strengthen them through effective content development and messaging. (approximately 25% of time)

- Media maintenance including website upkeep and image/content creation.
- Coordinate distribution of media materials such as handouts, brochures, posters and newsletters.

3). Responsible for establishing and maintaining relationships with other community organizations and supporters of the agency. (approximately 10% of time)

- Collaborate with staff to establish and maintain working relationships with other area agencies.
- Attend community meetings as needed to maintain key partnerships.
- Cultivate donors, maintain donor relations and support fundraising efforts.

Required Qualifications, Skills and Knowledge:

- 2+ years of relevant work/volunteer experience and/or bachelor or master's degree, preferably in the areas of communications, marketing or public relations. Fields such as women's studies, social welfare or child development are also considered.
- 2+ years of experience working with vulnerable or diverse populations. Ability to communicate effectively with various ages and populations (i.e., community members, volunteers, students).
- Minimum 1-year of supervisory experience.
- Ability to support survivors by providing compassionate, trauma-informed responses to disclosures and make referrals to the agency or to other community services as necessary.
- Excellent verbal and written skills as demonstrated by application materials.
- Experience in public speaking or education.
- Strong organizational skills and the ability to prioritize tasks while working on multiple projects at once.
- Must have vehicle, valid driver's license and insurance coverage.
- Flexibility while working within changing environments and systems related to sexual violence.
- Able to be prompt with appointments and meet deadlines in a timely manner as well as work independently and maintain accountability.

- Willingness to be a positive, professional and engaged member of the agency's team by being honest, responsible and respectful to all colleagues, clients and community members.

Preferred Qualifications, Skills and Knowledge:

- Familiarity with print/image creation and visual presentation software such as Microsoft Office Suite, Canva, Prezi or similar programs. Experience with Adobe Creative Suite a plus, but not required.

- Spanish language fluency.

Additional Details:

- Full-time
- Annual Salary: \$42,500
- Health Insurance benefits (including, health, dental and vision insurance)
- Paid Time Off (vacation, sick, holiday)

The Care Center is committed to making sure our agency is diverse and representative of the community. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.

Apply with resume and cover letter by 4/19/21 to chrissy@stacarecenter.org
Or The Sexual Trauma and Abuse Care Center, Attn: Chrissy Heikkila, 708 W. 9th St. #105, Lawrence, KS 66044