

Job Title	Digital Communications Coordinator
Employer/ Agency	NARAL Pro-Choice Texas http://www.prochoicetexas.org/
Job Description	<p>NARAL Pro-Choice Texas seeks a Digital Communications Coordinator responsible for social media, website content management, graphic design, video production, and bulk email. This position requires a minimum of one year's related work experience in one or more of the following areas: communications, web development, graphic design, social media. An undergraduate degree in communications, journalism, or digital media may be substituted for the required work experience. Applications for this position will be reviewed on a rolling basis, with preference given to those applications received on or before October 10, 2014.</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none">• Create original graphics and images for use in fundraising campaigns, activist alerts, special events, social media, website, online and print communications• Create, schedule and post daily content to Facebook and Twitter to engage and grow our social media communities• Develop, schedule and post content to supplementary social channels such as Instagram, Tumblr, and YouTube• Attend and document live legislative and activist events using social media• Build and set up delivery of all bulk email messages, including monthly eNewsletter, regular fundraising appeals, policy updates, and activist alerts• Manage the organization's websites, coordinating with other staff to keep content current and accurate• Produce video content as needed• Work with the development director to analyze digital results and assess effectiveness• Provide support during all-hands-on-deck occasions such as our annual fall fundraiser• Other duties as needed <p><i>Please note: this job description is not intended to be a complete list of all responsibilities, duties, or skills for this position and is subject to review and change in accordance with the needs of the organization.</i></p>

Qualifications	<ul style="list-style-type: none"> • Familiarity with concepts of reproductive health, rights and justice in order to communicate effectively with our organization’s supporters • Excellent oral and written communication skills • Understanding of social media trends and how to effectively engage people online • Experience using bulk email software • Experience producing graphic design, video and/or multimedia content • Experience using a website content management system • Ability to execute multiple projects within a fast-paced work environment, set priorities, and follow through on plans • Inventive, creative, assertive and problem-solving approach to challenges • Good judgment, positive work ethic, and attention to detail • Comfortable sharing an open office environment with coworkers • Ability to communicate effectively and diplomatically and to build positive relationships with staff, volunteers, supporters, and community stakeholders
Salary/Hours	<p>Commensurate with experience. Benefits: Health/dental reimbursement, retirement plan, paid time off, occasional work from home. Status: Full-time exempt position (40 hours), occasional evenings and weekends.</p>
Employer/Agency	<p>NARAL Pro-Choice Texas (an affiliate of NARAL Pro-Choice America) and NARAL Pro-Choice Texas Foundation are dedicated to guaranteeing every Texan the right to make personal decisions regarding the full range of reproductive choices. NARAL Pro-Choice Texas, a 501(c)(4) organization, works to develop and sustain a constituency that uses the political process to guarantee the full range of reproductive choices, including preventing unintended pregnancy, bearing healthy children, and choosing legal abortion. NARAL Pro-Choice Texas Foundation works to protect reproductive choice through education, training, organizing, legal action, and public policy. NARAL Pro-Choice Texas is a non-discriminatory workplace and equal opportunity employer. People of color, persons with disabilities, and LGBTQIA individuals are encouraged to apply.</p>
Location	Austin, TX
Contact Person	Amelia Long
Contact Title	Development Director
Email Address	amelia@prochoicetexas.org



Application Method

Please email development director Amelia Long at amelia@prochoicetexas.org with your resume and links to a digital portfolio, including as many of the following as possible: graphic design you created, a website you built, social media feed(s) you manage, video you produced or edited, and any other multimedia or digital content you feel represents your best work.

Opening Date

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.