

# Domestic Abuse & Sexual Assault Crisis Center (DASACC) Job Posting

## Communications Coordinator, Part-time, Non-Exempt

**Location:** DASACC Main Office (in-person, with some remote flexibility)

**Employment Type:** Part-time, non-exempt

**Schedule:** Includes evening and weekend hours

### **About DASACC:**

DASACC's mission is to support survivor safety, reduce violent behaviors, and hold domestic violence offenders accountable through our Domestic Violence Abuse Intervention Program (AIP). We are committed to fostering a community where survivors and their families are protected and supported.

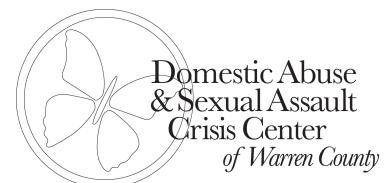
DASACC seeks a **Communications Coordinator** who is passionate about creating cohesive, and visually compelling communications that elevate our agency's mission and presence in the community. This role combines strategic marketing, creative content development, and community outreach to ensure our agency's message resonates effectively with diverse audiences. The ideal candidate will take initiative, bring fresh ideas, and have a proactive approach to building our brand and connecting with the community.

### **Key Responsibilities:**

- **Content Creation & Management:**
  - Design and distribute newsletters to keep stakeholders informed and engaged.
  - Create, curate, and manage content for social media platforms to grow our digital presence and community engagement.
  - Develop publications, marketing materials, and documents that align with our brand identity.
  - Craft press releases and external communications to promote agency initiatives.
- **Graphic Design & Branding:**
  - Design and update materials using tools like Canva and Adobe Illustrator.
  - Develop and refine brand elements, including fonts, visual collections, and campaign aesthetics, to ensure cohesive communication across all platforms.
  - Support community awareness campaigns with high-quality visual assets.
- **Website Maintenance:**
  - Update and maintain the agency website with fresh content, ensuring it is engaging, user-friendly, and reflects the agency's mission.
- **Strategic Marketing:**
  - Work collaboratively to plan and execute marketing campaigns that amplify agency programs and initiatives.
  - Research and implement best practices for marketing and communication strategies.
  - Analyze engagement metrics and adjust strategies to optimize impact.

### **Other Duties:**

- Participate in all agency event planning and implementation as needed/required.
- Maintain accurate and up-to-date documentation in the database system and ensure client files meet agency standards.
- Complete required reports, timesheets, expense reimbursement reports, etc.



- Complete the sixty-hour victim counselor privilege training within the first six months of employment.
- Contribute to agency responsibilities by assisting in organizing and implementing Casa Hispana sessions on Tuesdays/Wednesdays, being on call for SART/DVRT (Sexual Assault Response Team/Domestic Violence Response Team), and staffing Wardrobe of Hope as needed.

**Qualifications:**

- Proven experience in communications, marketing, graphic design, or a related field.
- Proficiency in tools such as Canva, Adobe Creative Suite (Illustrator, Photoshop), and website content management systems.
- Strong writing skills with the ability to create clear, concise, and compelling content.
- Ability to develop and implement cohesive branding elements across multiple channels.
- Experience managing social media platforms and understanding of trends and analytics.
- Highly organized and able to manage multiple projects with competing deadlines.
- Self-starter with a proactive mindset and the ability to work independently while contributing to team goals.

**Preferred Skills:**

- Familiarity with other design or editing tools, such as InDesign or Premiere Pro.
- Experience in nonprofit communications or community-focused initiatives.
- Basic knowledge of SEO principles and email marketing platforms.

**Compensation:**

Compensation for the Communications Coordinator position is \$24/hour.

**Location:**

The position is based at DASACC's office in Washington, with travel required for mobile service delivery and community engagement as needed or required.

**In-Person Work Commitment:** DASACC is committed to ensuring an in-person presence to provide the highest level of service to our clients. This position requires a consistent on-site work presence (with the availability of 1-2 remote workdays) to effectively meet the needs of our community and facilitate direct client interactions.

**Equal Opportunity Statement:** DASACC is an equal opportunity employer and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team. DASACC actively seeks to build and maintain a diverse staff without regard to race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed services, political belief, gender, gender identity, gender expression, sexual orientation, pregnancy or other health status, social or economic status, citizenship, immigration status, marital status, or language spoken. DASACC is committed to fostering the leadership and elevating the voices of people of color, Indigenous people, immigrants and refugees, low-income people, LGBTQ+, transgender persons, gender non-conforming, and non-binary people, people with disabilities, young parents, people who were formerly incarcerated, and people living in the many intersections of these experiences. We encourage and enthusiastically invite people from these communities to apply.

**To Apply:** Please submit your resume, cover letter, contact information for three professional references, and a portfolio to Dean at [dhickey@dasacc.org](mailto:dhickey@dasacc.org). Applications will be reviewed on a rolling basis until the position is filled. For any questions regarding the position, please contact Dean Hickey via email at [dhickey@dasacc.org](mailto:dhickey@dasacc.org).