



## **The Opportunity: Safe+Sound Somerset Media Relations & Development Coordinator**

Are you committed to helping others?

Safe & Sound Somerset is looking for a creative, energetic, and passionate Part-Time, Media Relations & Development Coordinator to join our dynamic trauma-informed organization.

### **What Your Day will Look Like**

In this role, you will be responsible for the implementation of the organization's digital media, marketing, and outreach strategies as well as participate in the development, planning and execution of Safe+Sound Somerset's outreach, prevention and fundraising events.

Your goal will be to promote safety and healing for victims of domestic and sexual violence by increasing the awareness of warning signs and available survivor services through marketing, social media, website, digital outreach programs and community outreach/prevention and fundraising events.

This is a partially remote job.

**What You Bring to this Role** First and foremost, you'll bring a level of enthusiasm towards helping survivors of domestic and sexual violence. You'll use your strong communication and marketing skills, your stellar organizational skills, and your high level of emotional intelligence to identify and meet the organization's social media and marketing needs and develop strong social media and marketing campaigns that are connected and engaged with Safe+Sound Somerset's mission and values.

2+ years of experience in digital/social media marketing is preferred for this position.

**What We Offer** We believe in continuous learning and will provide you with professional development workshops. You will be surrounded by a committed, multi-disciplinary team environment. Part time and opportunities offer flexible schedules. Safe + Sound Somerset strongly values diversity for the benefit of our team, our work, and our collective movement to end violence. We are proud to be an Equal Opportunity Employer and strongly encourages applicants from racially or ethnically diverse communities, LGBTQ+ communities, individuals with disabilities, and survivors to apply.

To learn more, visit our website at [www.safe-sound.org](http://www.safe-sound.org)

Please submit your letter of interest and/or resume to [humanresources@safe-sound.org](mailto:humanresources@safe-sound.org)

Position Title:	Coordinator, Media Relations & Development
Work Hours:	Part Time, Hourly; Avg of 20 hours per week
Exempt/Nonexempt:	Non-Exempt; Hourly
Immediate Supervisor:	Vice President, Development & Communications
Job Summary:	Responsible for the implementation of the organization's digital media, marketing, and outreach strategies
Title Band:	Coordinator
Remote Eligibility:	Partial
Salary Range:	\$20 – \$24 per hour

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## **I. Duties and Responsibilities**

### **A. *Program Operation and Client Services***

1. Promote safety and healing for victims of domestic and sexual violence by increasing the awareness of warning signs and available survivor services through marketing, social media, website, and digital outreach programs.
2. Implement the company's digital marketing plan and social media strategy.
3. Use social media marketing tools to create and maintain the company's brand.
4. Work with program staff of Safe+Sound Somerset to develop social media, marketing campaigns and website updates.
5. Interact with stakeholders via the company's social media accounts.
6. Research social media trends and inform management of changes that are relevant to the company's outreach and marketing activities.
7. Support the Outreach and Prevention team in accordance with the goals and priorities of Safe+Sound Somerset and related funding requirements.

### **B. *Development***

1. Assists with planning, coordination, implementation, and production of outreach/prevention and fundraising events including vendor relationships, budgets, and event logistics.
2. Responsible for support to event chairs and related committees in acquisition and management of sponsors and participants. Duties include record keeping, meeting management including notices, minutes, correspondence, and meeting support.
3. Staffing of outreach/prevention and fundraising events including preparation, set-up, event execution and tear-down, as directed.
4. Assists VP, Development & Communications as requested in fulfilling development priorities and projects.

### **C. *Reporting***

1. Track and report on key performance indicators (KPIs) for social media campaigns, such as numbers of shares, likes, etc., and website utilization.

### **D. *Organizational***

1. Participate in/lead organizational team meetings and committees as directed.
2. Participate in/lead board, committee and ad hoc meetings as directed.
3. Participate in organizational outreach and fundraising events as directed.
4. Other duties as required for the continuity of the organization's services.

## **II. Supervisory**

1. Interns

## **III. Qualifications and Skills**

1. Associates degree in digital communications or related field, such as advertising, marketing, or journalism
2. 2+ years of experience in digital/social media marketing
3. Impeccable oral and written communication skills
4. Ability to interface with organization and community stakeholders to achieve the objectives of the organization
5. Master of major social media platforms, and knowledge of social media analytics and content management
6. Strong knowledge of domestic violence / sexual assault preferred, experience in trauma informed work a plus.
7. Ability to work remotely, both independently and in team collaboration
8. Proficiency in Microsoft Office 365 Suite, database navigation, remote communication, and work technology.

## **IV. Requirements of Employment**

1. Background Check: Satisfactory result required upon hiring and every 3 years to maintain employment preferred.
2. Completion of training in Domestic Violence/Sexual Assault within the first 90 days of employment.
3. Completion of Equity Training within first 12 months of employment.
4. Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
5. Must be able to remain in a stationary position at least 50% of the time;
6. Required to occasionally move about inside the office to access file cabinets, office machinery, and move boxes and materials, up to 20 lbs.
7. Staff may be required to work outside of their normally designated work hours to include evening hours and weekends.

**Commitment to Equity in Hiring:** Safe + Sound Somerset strongly values diversity for the benefit of our team, our work, and our collective movement to end violence. Safe + Sound Somerset is proud to be an Equal Opportunity Employer and strongly encourages applicants from racially or ethnically diverse communities, LGBTQ+ communities, individuals with disabilities, and survivors to apply.

### **Organizational Commitment**

I understand the above job description. Furthermore, I commit to uphold the trauma informed Vision, Mission, Core Values, (NASW) Code of Ethics, Statement of Confidentiality and Anti-Racism Commitment of Safe + Sound Somerset in all interactions with clients, staff, volunteers, partners and community members.

Safe+Sound Somerset provides equal employment opportunities to all employees, applicants, and job seekers and is committed to making decisions using reasonable standards based on the individual's qualifications as they relate to a particular employment action including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, military status, marital status, parental status, ancestry, genetics, or any other characteristics protected by federal, state, or local laws.

Safe+Sound Somerset complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with such regulations and guidance including the Americans with Disabilities Act (ADA).