

# **SisterSong**

## **Communications Assistant**

### **Job Description**

*Full-Time position available immediately*

*Compensation: \$30,000 annually with employer-paid medical, dental and vision benefits. Participation in SIMPLE IRA after one year of employment.*

#### *Description*

SisterSong was founded in 1997 by 16 local, regional and national grassroots organizations in the United States. The Collective was formed with the shared recognition that as women of color we have the right and responsibility to represent ourselves and our communities. The mission of SisterSong is to amplify and strengthen the collective voices of Indigenous women and women of color to ensure reproductive justice through securing human rights. SisterSong is committed to educate women of color on Reproductive and Sexual Health and Rights, and work towards the access of health services, information and resources that are culturally and linguistically appropriate through the integration of the disciplines of community organizing, Self-Help and human rights education. SisterSong is now a Collective of 80+ member organizations and hundreds of individuals.

We believe in a model of organizing women of color for reproductive justice as a part of an effective movement-building strategy. Our base-building approach is centered on mobilizing women of color around their lived experiences. We believe in building a movement by bringing women of color together, encouraging our collective sustainability through mentoring and self-help, providing a framework that resonates with our lived experience, and organizing and mobilizing to affect change.

#### *Position Summary*

The Communications Assistant (CA) will utilize their skills and knowledge to assist in the development and implementation of a cohesive communications strategy for SisterSong, emphasizing the reproductive justice framework and analysis. The CA will be responsible for supporting SisterSong's online presence and updates. Additionally, the CA will help with the preparation and production of our news magazine, *Collective Voices*, and other print collateral. The CA will report to the Communications Coordinator.

#### *Qualifications:*

- Proficiency with Adobe Creative Suite and Microsoft Office.
- Web design and development skills
- Assist in producing a website design expansion that will be attractive to the target user, has a logical navigation system and has all the features required; writing web pages in a combination of codes, such as HTML and XHTML, CSS, Javascript, Actionscript, ColdFusion, .Net, Flash, or using code-generating programs, such as Dreamweaver and Visual Studio, and Fireworks or Photoshop
- Experience with an open-source CMS
- Proficient in graphic design skills to produce marketing collateral (flyers, postcards, brochures, fact sheets)

- Create and expand Web 2.0 and Web 3.0 communication vehicles to include (social media, podcasting, webinars, online slideshows, blogging)
- Proficient in using digital audio and video recording equipment and cameras for website uploading

*Job Requirements*

- Bachelor's degree in a relevant field or 2 years of equivalent work experience required.
- Minimum of one years' non-profit organization experience required.
- Knowledge of and experience working with the reproductive justice framework.
- Proven written and verbal communication skills required.
- Measure the impact of the website/s and social media on the overall marketing efforts.
- Coordinate marketing for the Reproductive Justice Trainings.
- Creating and conducting follow-up online surveys, evaluations and interviews with Reproductive Justice training participants.
- Proficient in project management skills.
- Ability to meet deadlines.
- Ability to be flexible.
- Answer customer queries via telephone and email conversations.
- Communicate effectively with members, partners, allies, board, and vendors.
- Excellent interpersonal skills and demonstrated ability to work in a team environment.
- Experience in action planning, problem solving, and process management.
- Experience working with women of color organizations.
- Demonstrated commitment to working for racial, gender and environmental justice, sexual and reproductive rights, as well as the rights of people with disabilities, youth, and elders.
- Demonstrated level of community involvement preferred.
- Ability to work cooperatively and in a team environment with peers and superiors.

*To apply:*

Submit résumé and 3 references to:

Serena García  
 Communications Coordinator  
 SisterSong National Coordinator  
 1237 Ralph David Abernathy Blvd., SW  
 Atlanta, GA 30310  
 Phone: 404-756-2680  
 Fax: 404-756-2684  
 Email: [serena@sistersong.net](mailto:serena@sistersong.net)

**NO PHONE CALLS PLEASE**

*SisterSong is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. We particularly encourage applications from women of color, queer women/people, immigrants (women) and women/people with disabilities.*