



November 2020

Greetings!

Thank you for your interest in the **Communications Coordinator (CC)** position with Jesuit Volunteer Corps (JVC) Northwest. We are happy you are considering employment with us. Enclosed please find a position description for the Communications Coordinator position and a fact sheet about JVC Northwest. **Applications will be accepted on a rolling basis until a successful candidate is found.**

The position is based in Milwaukie, Oregon where the JVC Northwest office is located. Our staff works closely with one another in a collegial environment, and the work requires both independent and team efforts. We are a faith-based organization with a focus on our core values of community, simple living, social and ecological justice, and spirituality. JVC Northwest is committed to continually building a just and equitable workplace toward our vision of the Northwest as a sustainable region where all live in dignity, are treated justly, and actively contribute to their own empowerment and positive change in their communities. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every race, ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, and veteran status.

JVC Northwest's generous benefits package includes full medical/dental/optical/alternative coverage for the employee, disability and life insurance, and an employer sponsored 401K retirement plan. There are 12 paid holidays, 15 days of vacation, and retreat time. All positions with JVC Northwest are at-will positions, with no contracts.

To apply, please send the information listed below electronically to info@jvcnorthwest.org as Microsoft Word or PDF attachments, not in the body of the email, titled with your last name and Communications Coordinator in the subject line. Please include:

1. Cover-letter addressing the requirements and qualifications in the position description
2. Your complete resume
3. The names, positions, phone numbers, and email addresses of 3 professional references and 1 personal reference
4. List of questions you may want to ask about this job at an interview and how you heard about the position.
5. Portfolio: Please submit a multimedia portfolio to showcase your past creative communications products. Consider including:
 - 3-5 social media posts;
 - a social media campaign you managed;
 - a link to a website you created or updated;
 - graphic design product;
 - a video you produced;
 - blog articles you have written.

For videos and other large files, or where convenient, a link to an external website is permissible.

Ideally, the Communications Coordinator will begin employment mid- to late- December 2020.

Sincerely,

Fumiaki Tosu
Director of Recruitment and Engagement



JESUIT VOLUNTEER CORPS NORTHWEST

Position Description

Job Title: Communications Coordinator

Status: Fulltime, permanent, non-exempt, at will employee

Reports To: Director of Recruitment & Engagement

Salary Range: \$39,000 - \$44,000

Updated: October 2020

Position Summary

Are you passionate about the intersection of justice and spirituality? Do you have a creative vision for how to use digital media to make an impact in the world, and a desire to work for a mission-driven organization? Are you committed to the values of community, simple living, social and ecological justice, and spirituality/reflection? Do you believe that Black lives matter? If so, the position of **Communications Coordinator** at Jesuit Volunteer Corps (JVC) Northwest may be right for you!

JVC Northwest is currently seeking a full-time **Communications Coordinator (CC)** to work as part of the Recruitment & Engagement Team in the Milwaukie, OR office (mostly remote work during COVID-19). The CC helps create and execute the communications strategy for the organization, including our social media strategy, website updates, Constant Contact communication, and print materials.

The ideal candidate has 2-4 years of experience coordinating communications for a nonprofit, has a passion for the mission of JVC Northwest, and brings an equity lens to their work for justice.

Duties and Responsibilities

In collaboration with the Recruitment & Engagement Team, the Communications Coordinator will:

- 1. Coordinate the communications calendar for the organization.** This will involve collaborating closely with the Jesuit Volunteer (JV) Program, AmeriCorps, Recruitment, JV EnCorps (JVE), and Development teams to manage a coherent external communications calendar.
- 2. Lead content generation:**
 - a. Plan and lead efforts to gather video, photo, and written stories from JVs, JVEs, Former Jesuit Volunteers (FJVs), Partner Agencies, and others.
 - b. Organize content in an easily accessible way for various departments to use.
 - c. Assist JVs, JVEs, FJVs, Partner Agencies, and others with the technical aspects of photo and video editing as well as written stories.
- 3. Manage our social media content:**
 - a. Create and post engaging social media content that reflects our mission and the needs of our target audiences.
 - b. Recommend and execute new strategies for increased social media engagement.
 - c. Respond on behalf of JVC Northwest to comments and messages on social media.
 - d. Help develop a social media strategy for the organization.
 - e. Analyze and report on social media performance and engagement metrics.

4. Maintain and update our website:

- a. Work with various departments to ensure on-going relevance and functionality of the website.
- b. Post organizational updates and other departmental content as needed.
- c. Conduct a quarterly review of the functionality and user-experience of website.
- d. Analyze and report on website traffic and engagement metrics.

5. Coordinate Constant Contact emails and assist in print communications.

- a. Write original content as well as perform copy-editing.
- b. Assist with layout.

6. Engage in Media Relations

- a. Cultivate contacts with local news and other media outlets.
- b. Increase the visibility of JVC Northwest and advance our vision for a more just world by drafting press releases, pitching stories, securing interview, etc.

7. Advance equity and inclusion efforts within the organization:

- a. Apply an equity lens to our communications work.
- b. Participate in staff equity trainings.

8. Perform other duties as assigned.

Qualifications and Requirements

Required:

- Ability to impart the spirit of JVC Northwest and our commitment to live the values of community, simple living, social and ecological justice, and spirituality/reflection;
- Demonstrated history of commitment to equity, inclusion, racial justice, and anti-oppression work;
- Experience executing a social media strategy;
- Expertise in WordPress web platform;
- Graphic Design experience, with proficiency with Adobe software and Canva;
- Familiarity with Google Analytics to maximize communication engagement;
- Excellent organizational, oral, and written communication skills;
- Copy-editing experience;
- Ability to work extensively with others, be flexible, and adapt to changing circumstances.

Preferred:

- 2-4 years' experience coordinating communication for a nonprofit;
- A Bachelor's degree in Communication or related field;
- Familiarity with JVC Northwest, as well as with justice work in the Jesuit Catholic tradition;
- Digital photography and videography skills;
- Experience coordinating paid social media and digital advertising.

The Communications Coordinator will be evaluated based upon performance of the tasks listed in this position description. JVC Northwest has the right to revise this job description at any time. The job description is not a contract for employment.

Due to the COVID-19 pandemic, this position will begin as a remote position, with almost all work conducted on a computer via internet connection. In the future, part of the work may shift to in-person, including attendance at meetings and support of in-person events.

This position is subject to criminal history checks. This position does not have recurring access to vulnerable populations.

JESUIT VOLUNTEER CORPS NORTHWEST



Jesuit Volunteer Corps (JVC) Northwest began in 1956 with a few committed volunteers who helped build and teach in the new Copper Valley School in Copper Valley, Alaska, a school for Native Alaskan and European-descent Alaskan students. The first volunteers were recruited and supported by the Jesuits of the Oregon Province and the Sisters of St. Ann.

The Jesuit Volunteer program expanded out of Alaska in the 1960s working with Native American communities throughout the Northwest, as well as serving in urban placements in Washington, Oregon, and other states and countries. JVC Northwest has been the catalyst for hundreds of other faith-based volunteer organizations, including other JVC programs, and served as a model for national service programs like the U.S. Peace Corps, VISTA and AmeriCorps. In JVC Northwest's 60+ year history, over 7,000 people have served in our program.

Today JVC Northwest recruits, places and supports volunteers working with people on the margins of society and with vulnerable places in two programs: Jesuit Volunteers and Jesuit Volunteer EnCorps. Currently 102 Jesuit Volunteers (JVs) in the Northwest are committed to serving full time for at least one year in schools, health, and social and ecological service organizations in urban, rural, and Native American and Native Alaskan, Montana, Washington and Oregon.

Jesuit Volunteer EnCorps (JVE) members are aged 50 and older and engage in part-time, meaningful service positions in Portland and Bend, Oregon, and Seattle, Spokane, Tacoma, and Vancouver, Washington, where they have a direct impact on people living on the margins. JV EnCorps was created to match the skills of the growing number of people moving into retirement with needs in our communities.

Since August, 2010 JVC Northwest has been a National Direct AmeriCorps program under the Corporation for National and Community Service (CNCS), enabling most of our Jesuit Volunteers to also be AmeriCorps members. This grant has made it possible for JVC Northwest to go where the need is greatest and to enable our partner agencies to extend their services at a greatly reduced cost. The Jesuit Volunteers/AmeriCorps members reside for the service year in 24 intentional communities of four to eight people and commit to living out the values of community, simple living, social and ecological justice, and spirituality/reflection. Living expenses, a modest monthly stipend, health insurance and travel home at the end of their service year is provided to the JVs/AmeriCorps members, as well as an extensive orientation and three annual retreats.

JVC Northwest is separately incorporated as a 501 (c) (3) organization. Since 1974, JVC branched from having its only office in the Northwest into five domestic regions and one international region (JVI), each an independent non-profit office. In 2006, other JVC/JVI programs in the U.S. consolidated into Jesuit Volunteers (dba JVC) based in Baltimore, Maryland, while JVC Northwest discerned to remain independent and locally-based to better serve local and regional communities in the Northwest.

The JVC Northwest office is located in Milwaukie, Oregon. The Executive Director works under the direction of a Board of Directors. The current staff consists of: Executive Director, Executive Assistant, Senior Director of Programs, Associate Director of JV Programs, JV EnCorps Manager, AmeriCorps Program Manager, Director of Recruitment and Engagement, Seattle JV EnCorps Coordinator, Jesuit Volunteer Recruiter, Recruitment Coordinator, four JV Program Coordinators, JV Program Coordinator-DEI Strategist, Programs Assistant, AmeriCorps Program Assistant, Director of Finance and Operations, Business Assistant, Accounting Assistant, Director of Advancement, Development and Grants Officer, and Advancement Assistant. The staff culture is participatory and collaborative, and staff share prayer/reflection at their weekly staff meeting.

JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of the Northwest as a sustainable region where all live in dignity, are treated justly, and actively contribute to their own empowerment and positive change in their communities. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every race, ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, and veteran status.

Please check out our website for more about us: www.jvcnorthwest.org