



**U.S. Catholic Sisters
Against Human Trafficking**

Ending Slavery Is Everyone's Work

USCSAHT Job Description Communications Director

Job Summary

The Communications Director is responsible for managing the various communications platforms, strategies, and public engagement of US Catholic Sisters Against Human Trafficking (USCSAHT) in support of its overall mission and strategic plan. The Communications Director, under the supervision of the Executive Director, will create and manage communications content for the organization in various forms including print, digital, audio, and visual on its various platforms including but not limited to its website, social media platforms, e-mail list, and other print resources. The Communications Director will also help monitor and evaluate the success of the various communications campaigns and make recommendations for improvement.

The ideal candidate is an organized, independent worker with excellent written, verbal, and interpersonal skills, experience working in high-level communications for a non-profit organization including content creation in various media forms and is knowledgeable and passionate about the mission of ending human trafficking. This position reports directly to the Executive Director.

Hours: 40 hours per week (full time)

Location: Flexible – applicant can work from home. Some travel may be required.

Salary: Commensurate with experience

Responsibilities and Duties

- In collaboration with the Executive Director and the communications working group, set communications related goals according to the strategic plan of the organization



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- Attend and lead all communications working group meetings including creating the meeting agenda, providing updates, and ensuring successful implementation and completion of goals
- Manage regular communications of the organization including but not limited to the website, social media channels, and email lists
- Support other staff in creating and sending electronic communications related to USCSAHT programming, member communication, fundraising, special announcements, etc.
- Collaborate with other USCSAHT staff and working group chairs as needed regarding the creation and promotion of new resources, events, campaigns, etc.
- Oversee any contractor work related to marketing, graphic design, website, and communications
- Ensure all USCSAHT communications support and advance the organization's mission and vision and follow USCSAHT brand standards
- Oversee development and implement regular updates and edits to the USCSAHT website as needed
- Devise evaluation strategies to monitor performance and impact, and make recommendations for improvements
- Maintain good communication with volunteers and staff to provide feedback, ensure success of project, and resolve problems as needed
- Support USCSAHT engagement with news media through developing and maintaining list of press contacts, writing and sharing press releases, facilitating opportunities for USCSAHT executive level staff to engage media, training staff on media engagement, and managing crisis communications plan when needed
- Work with the Executive Director to develop and monitor communications budget
- Meet with Executive Director weekly to review and coordinate ongoing communications projects and needs
- Other duties as needed

Qualifications and Skills

Required

- Knowledge of and commitment to USCSAHT mission and values
- Bachelor's Degree or higher in a relevant field
- Excellent written, verbal, and interpersonal communication skills



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- Strong problem-solving skills and creativity
- Ability to collaborate with diverse teams and engage volunteers
- At least 2 years' experience in a managerial level communications position
- Independent and organized, detail-oriented, able to manage projects and workload with minimal supervision
- Working knowledge of Microsoft Office, Adobe, and Google Drive products
- Experience with creating content and engagement on various social media platforms and other forms of digital media such as videos and podcasts
- Experience in website design, management, and familiarity with Wordpress
- Experience creating content for and managing various social media sites including YouTube, Facebook, Twitter, and Instagram
- Skills and/or management experience in marketing and graphic design
- Experience writing press releases and engaging media/news sources
- English language fluency (spoken and written)

Preferred

- Experience working with women's religious congregations
- Familiarity with Catholic Social Teaching and Catholic culture
- Familiarity with Salsa Labs software for electronic communications
- Spanish language proficiency
- Experience in supporting an organization through re-branding or name change

Please send cover letter, resume, and compensation history by June 20th to
Info@SistersAgainstTrafficking.org