



Jane Doe Inc.  
The Massachusetts Coalition  
Against Sexual Assault and  
Domestic Violence

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Boston, MA 02196 | JaneDoe.org

**Agency:** JDI (Jane Doe Inc.), The Massachusetts Coalition Against Sexual Assault and Domestic Violence

**Position Title:** Communications & Outreach Manager

**Reports to:** Executive Director

**Status:** Full time (35hours/week), Exempt

Jane Doe Inc. (JDI) is a vibrant and effective statewide social justice coalition working to create a world free of abuse. With our 62 member programs, other state and territorial sexual and domestic violence coalitions, and key local and national partners, JDI strives to create social change by addressing the root causes of violence and promoting justice, safety, and healing for survivors. At its core, our work includes public policy and systems advocacy, prevention, movement building, messaging and communications, membership services, training, and education and advocacy for racial justice and social change. JDI's member programs provide support to tens of thousands of survivors each year in the Commonwealth. Guided by the voices of survivors, JDI brings together organizations and people committed to ending sexual and domestic violence.

## POSITION SUMMARY

JDI is seeking to hire a dynamic and passionate Communications and Outreach Manager to join our team. The Communications and Outreach Manager will play a vital role in advancing JDI's work to drive key messages and shape public conversations as a statewide membership organization committed to gender equity and racial justice. This full-time position will be supervised by the Executive Director and will work closely with all JDI staff, board, and consultants to develop a strategic communications strategy, maintain, and grow key communications channels, extend JDI's reach and consistently promote JDI's key organizational goals, grounded in equity and inclusion. This is an extraordinary opportunity for an individual committed to ongoing learning, innovation in communications, and social justice. This person will also be detailed oriented, exhibit grace under pressure, welcome diverse perspectives, have a sense of humor, and be committed to coalition building.

## POSITION RESPONSIBILITIES

- In partnership with other staff/consultants, develop written and creative content on key initiatives and projects to advance JDI's strategic communications agenda, not limited to but including content on JDI's legislative and systems advocacy work and education and prevention work and to promote and center JDI's vision of connection, healing, and justice.
- In partnership with other staff/consultants, create and implement a communications plan that includes strategies to enhance membership communication and engagement with external stakeholders.
- Create, manage, and distribute printed and electronic communications, including newsletters, publications, collateral, multi-media educational, outreach and prevention related materials.

- Maintain and manage JDI's active social media presence on Facebook, Instagram, Twitter, LinkedIn, and any other relevant platforms, in accordance with best practices to strengthen engagement with and by JDI's stakeholders.
- Manage JDI's multiple public and private websites for a wide variety of stakeholders by maintaining/updating current content; seamless on-line registration, payment, integrity of sites, and other functionalities; ensuring accessibility for people with disabilities, people whose first language is not English, and other culturally specific communities; and analyzing usage to promote engagement.
- Manage JDI's membership software system, Coalition Manager, which includes membership listings, support for JDI members needing technical assistance, maintaining, and updating resources and other supports as needed.
- Assist with development, coordination, and promotion of prevention and public activities as well as public events that further JDI's priorities, including awareness months, JDI's major events, trainings and other externally facing activities warranting outreach and promotion.
- Provide support for media activities including drafting and distributing press releases and other materials, setting up media events, supporting media advocacy by membership, collaborating with JDI staff. Develop fact sheets and materials and ensure accurate representation of data, needs, policies, etc. in JDI's materials and various platforms.
- Develop and manage JDI's collaterals including swag, photos, video inventory and other promotional outreach materials. Ensure consistent brand messaging across all communications materials; responsible for effective storytelling that conveys the unique mission of JDI and reflects the diverse voices of survivors.
- Other tasks as assigned by the Executive Director and/or Deputy Director

## QUALIFICATIONS

- A minimum of two years of relevant work experience developing and implementing communications plans; prior experience with social justice oriented non-profit organizations, communications and outreach preferred.
- Excellent written and verbal communications skills and demonstrated expertise in the areas of social media, website management, writing for diverse audiences and producing high quality publications across a wide variety of mediums.
- Interest and willingness to engage in racial equity and social justice work within JDI generally and in this role specifically. Must possess some experience with frameworks that promote equity and justice. Knowledge of and direct experience with the work of the sexual assault and domestic violence field preferred.
- Commitment to ending gender-based violence, social justice, and anti-oppression activism; experience working with marginalized communities preferred.
- Ability to work in a dynamic environment with multiple priorities to manage; analytical and detail oriented; must be comfortable working on a team as well as independently.
- A focus on understanding and reaching diverse audiences and an ability to "translate" JDI's platform and framework to make our communications compelling and understandable.

- Self-motivated with strong problem-solving abilities, attention to detail, and ability to track and meet multiple deadlines.
- Demonstrated proficiency in the use of Microsoft Office, Google applications, and other technology; a plus to also bring experience with design tools such as Canva, Photoshop, project management tools like Asana, and customer relationship management (CRM) software .
- Commitment to ethical communication, organizational excellence, and developing quality working relationships. Demonstrated history of exercising good judgement and understanding boundaries and confidentiality.
- Must have a valid driver's license and ability to travel statewide and nationally as needed. Flexible schedule required at times.

## HOW TO APPLY

Interested individuals must submit a cover letter and resume to the Human Resources Department by email at [jobs@janedoe.org](mailto:jobs@janedoe.org) with the subject line **“Communications & Outreach Manager”**.

This position is exempt from the wage and overtime provisions of the federal Fair Labor Standards Act. Compensation is commensurate with experience and competitive in the field; Range \$81,000-86,000; generous benefits package including:

- JDI-subsidized Group Health and Dental Insurance.
- JDI-paid life insurance, AD&D insurance, short-term disability, and long-term disability.
- Option to contribute to a 401(k)-retirement plan with employer match after 1 year of employment.
- 14 paid holidays; Plus, the week between Christmas and New Years.
- 20 days of paid accrued leave (personal and vacation); paid sick leave.

Jane Doe Inc. is an equal opportunity/affirmative action employer, committed to core values of inclusion, empowerment, and social justice. As a multicultural organization, we actively encourage applicants who represent the broadest range of diversity. Bilingual candidates are encouraged to apply.

AA/EOE/ADA