



FREEDOM FROM SEXUAL VIOLENCE

The Colorado Coalition Against Sexual Assault (CCASA) provides leadership, advocacy, and support to address and prevent sexual violence. CCASA was founded in 1984 as a 501(c)3 nonprofit to be the collective voice of rape crisis advocates across the state of Colorado. Today, our membership includes over 100 sexual assault survivors, victim advocates, rape crisis centers, dual domestic violence and sexual assault programs, law enforcement agencies, prosecutors, public health agencies, college and university campuses, medical professionals, offender treatment programs, public officials, as well as other organizations and concerned individuals throughout Colorado. As a statewide coalition, CCASA supports our members, partners, and the broader community through technical assistance, training, information and referrals, educational materials, statewide systems change, and public policy education and advocacy.

Communications and Community Engagement Manager

The Communications and Community Engagement Manager develops and implements CCASA's communications, outreach, and community engagement and education activities; raises CCASA's public profile by building trusted relationships with members of the media; elevates the stories and experiences of impacted communities and individuals; grows CCASA's base of supporters through public education and organizing; and supports public affairs efforts to advance the mission and goals of CCASA.

Job Responsibilities:

Communications and Outreach

- In coordination with the Executive Director, Director of Public Affairs, and other staff, develop and implement the organization's communications plan.
- Lead the development and execution of e-communications (including, but not limited to, timely e-blasts, monthly e-digests, podcasts, blogs, etc.), in coordination with other staff.
- Manage CCASA's digital platforms (e.g., social media and websites) and create original content in order to promote and grow CCASA's online presence.
- In collaboration with the Forensic Compliance Team and other CCASA staff, implement the statewide You Have the Right CO public awareness campaign.
- Monitor news items and current events in order to make recommendations for response, commentary, or involvement by the organization and to respond in a timely manner to breaking news and inquiries related to CCASA's mission and goals.
- Draft and distribute press releases and advisories, media kits, op-eds, letters to the editor, and other press materials.
- Provide support to CCASA spokespeople and partners, including preparing individuals for interviews, creating talking points, and setting up interviews.
- Manage a media database, field media requests, pitch stories and interviews to targeted reporters, draft talking points and message grids.

- Build and maintain trusted relationships with members of the press and relevant media outlets.
- Serve as a spokesperson for the organization as directed by the Executive Director and Director of Public Affairs.
- Ensure all communications content is mission- and values-driven, and conforms to CCASA's branding standards.

Community Engagement and Education

- Provide support, consultation, training, and technical assistance to CCASA members and partners in order to assist them in responding to and preventing sexual violence.
- Coordinate CCASA's Survivor Task Force to recruit and engage impacted individuals in educating the public and decision-makers on issues related to sexual violence.
- Develop, organize, and implement events and other opportunities for demonstrating membership and grassroots support for CCASA's mission and goals.
- Help shape CCASA's grassroots engagement on key policy issues and pending legislation.
- Develop issue briefings, fact sheets, materials, and other resources to support members, survivors, and partners when communicating with legislators and other key decision-makers.
- Provide staff and administrative support to CCASA's Policy Committee.
- Assist the Director of Public Affairs with other tasks, including writing and research as needed to compile and develop information on best practices for policy and systemic responses for preventing and addressing sexual violence.

Other Duties

- Assist with and participate in CCASA events, including the annual SAAM Kick-Off at the Capitol, Colorado Denim Day, and the Colorado Advocacy in Action Conference.
- Help inform CCASA's developing understanding and integration of culturally-relevant, empowerment, and strength-based strategies within an anti-oppression and social justice framework.
- Track activities and complete required documentation, and assist with the preparation of grant reports.
- Supervise and support interns/volunteers.
- Provide input on relevant program and project budgets, as requested.
- Perform other duties as assigned.

Required Qualifications:

- Minimum of 4 years related professional experience.
- Bachelor's degree in communications, public relations, public policy, or similar area. Related professional work experience may be substituted on a year-for-year basis for education.
- Knowledge/understanding of sexual violence, social justice, and anti-oppression work.
- Experience working with/supporting survivors of sexual violence.
- Knowledge of/experience with various communications channels (e.g., traditional media, social media).

- Knowledge of/experience with public policy advocacy.
- Strong communications skills in order to convey complex concepts, research and analysis in a clear and concise manner.
- Proficiency with technology and platforms required for the functions of the position, including website management (preferably WordPress), email marketing (preferably Emma), social media (Facebook, Twitter, Instagram, YouTube, etc.), graphic design & video editing (preferably Adobe Creative Cloud), Microsoft Office (Word, Excel, and PowerPoint), and member/donor management (preferably Kindful).
- Ability to work effectively and collaboratively with staff and partners from diverse backgrounds, coalitions, community groups, and volunteers.
- Demonstrated understanding of, and commitment to culturally-relevant, empowerment and strength-based strategies within an anti-oppression and social justice framework.
- Commitment to grappling with the complexities of societal power and privilege in order to understand how multiple forms of oppression (racism, classism, heterosexism, ableism, etc.) intersect with CCASA's work to end sexual violence.
- Demonstrated success with implementing complex projects, including engaging and coordinating with other partners.
- Experience with training/event/meeting planning and management.
- Experience and comfort with public speaking, providing training to diverse professionals, and facilitating meetings.
- Experience and skills in technical writing and publications development.
- Effective interpersonal communication skills.
- Detail-oriented and organized.
- Self-motivated and able to manage multiple priorities and deadlines.
- Comfort with working in a small, team-oriented environment.
- Enthusiasm about promoting the mission, vision, and values of CCASA.

Preferred Qualifications

- Experience working with a coalition or statewide organization.
- Experience working in and knowledge of victim service systems within Colorado.
- Experience in political, advocacy, and/or issue campaigns.
- Existing relationships with members of the press and relevant media outlets in Colorado.

Starting Salary: \$50,000 - \$54,000 annually

Benefits: Generous PTO and holidays; 100% employer paid premiums for employee medical, dental, and vision insurance; employer retirement contribution; flexible workplace

Work Status: Full-Time; Exempt

Work Schedule: Schedule may vary to meet job demands; some evenings and weekends are required; some overnight travel is required

Location: Denver

Reports to: Director of Public Affairs

CCASA values diverse life experience and is an Equal Opportunity Employer. People of color and people who are bilingual/bicultural, Native/Indigenous, with disabilities, and/or identify as LGBTQIA are strongly encouraged to apply.

Application Instructions:

Please submit a cover letter, resume, and answers to supplemental questions (see below) as separate attachments to:

- Email: info@ccasa.org with "CCEM Position" in subject line (preferred)
- Mail: CCASA, PO Box 40350, Denver, CO 80204
- Please follow these instructions to ensure review of your application.

Instructions for Supplemental Questions: Briefly answer the following questions using no more than 3 pages total, typed, 12pt Times New Roman font.

1. How do your knowledge, skills, and experience fit with the job responsibilities and requirements?
2. What are some challenges regarding communicating about sexual violence, particularly with the general public, and how might you overcome these challenges?
3. What are some barriers/obstacles to engaging local programs and survivors in legislative and policy advocacy and what are some strategies you might use to actively engage them?

Position open until filled. Review of applications will begin Tuesday, September 8th.