

Communications Coordinator

info@artEquity.org



Launched in 2015 as a national initiative, artEquity provides tools, resources, and training at the intersection of art and activism. With over 5,000 individuals trained, and a growing alumni community, artEquity is building a broad base of individuals and organizations who are strategically poised to create and sustain a culture of equity, inclusion, and justice through arts and culture.

Team Approach

artEquity works with a team approach based on administrative and project needs. This position reports to the Director of Communications and Marketing.

Responsibilities/Duties

Working with a dynamic team of staff and facilitators, the Communications Coordinator will provide support for artEquity communications, including e-newsletters, e-blasts, graphic design, and social media. As a member of a collaborative national team, the Communications Coordinator will work remotely (from anywhere in the US), attending teleconference and video meetings, as well as periodic in-person meetings and trainings. The primary duties will include, but not be limited to, the following:

Marketing and Communications

- Create and post relevant content for artEquity's social media channels, including Facebook, Instagram, and LinkedIn. This includes:
 - Sharing e-newsletters, program offerings, and resources.
 - Out-of-office posts and messages for staff.
 - Other holiday and specific day/week/month observance posts.
- Monitor our social media channels and gather key metrics for reporting purposes.
- Produce regular e-newsletters.
- Produce e-blasts related to programming, fundraising, etc., as assigned.
- Design graphics and images as needed.
- Provide ongoing website maintenance and updates as assigned.
- Maintain Linktree and update the Instagram resource document on the website.
- Maintain and update press list, i.e., contact vetting, curation, and segmentation.
- Confirm donor and grant acknowledgment requirements.
- Maintain artEquity's mailing list in MailChimp and database (Bloomerang) including email clean-up and segmentation.
- Support additional projects related to overall marketing and communications strategy as assigned.

General Administration

- Participate in scheduled team calls as needed.
- Participate in team retreats and renewal events.
- Participate in antiracism working group(s) / training and anti-ableism working groups / training as appropriate.
- Support gathering information for grant writing and grant reporting as needed.

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Skills

- Have at least one year of experience as a non-profit social media manager, as well as graphic design experience with Canva and/or Adobe.
- Have a commitment to social justice and art activism.
- Have strong communication skills both written and verbal.
- Have a willingness and ability to engage in strategic thinking and planning.
- Have an interest in and/or familiarity with the arts and racial/social justice.
- Have a high level of discretion and ability to review and safeguard confidential data and information.
- Have a commitment to ongoing self-reflection, awareness, and analysis-building.
- Have the ability to collaborate and skillfully receive and integrate feedback non-defensively.
- Must be able to work independently, have strong decision-making skills, and work collaboratively as part of a dynamic team.
- Must be familiar with Microsoft Suite and Google Drive platforms, as well as project management software (Asana), database (Bloomerang), Wix, Canva, Mailchimp, and all social media platforms.
- Must be extremely organized and detail-oriented.

Job Status: Part-time (20 Hours), Hourly, Non-exempt Employee

Compensation

- 20 hours/week at \$22.50–\$25.00/hour
- Annual professional development stipend
- Annual wellness stipend
- Monthly technology stipend
- Partial office/computer reimbursement
- Access to 401K (non-matching)
- 14 paid holidays
- Paid sick/wellness time
- Paid time-off accrual
- One-week paid summer break
- Two-week paid winter break

Commitment to equity and social justice

artEquity is committed to creating a diverse and inclusive environment. Applicants from populations historically underrepresented are strongly encouraged to apply. All applicants will receive consideration for employment without discrimination based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ability, age, or veteran status.