



## **Communications Assistant**

**Reports to:** Director of Community Engagement

**Department:** Community Engagement

**Group:** Communications Team

**Description of role:** Communications Assistants can provide support in a number of ways: in social media strategy, content creation, or content editing; impact messaging, marketing and digital storytelling; data and research; and more. Volunteers in this flexible position take on projects across the Community Engagement and/or Development department(s) to advance the goals and mission of Safe Passage.

### **Primary Responsibilities:**

- Contribute to efforts of clear and consistent marketing and messaging efforts across departments (internally) and platforms (externally).
- Assist in creating or editing content for Safe Passage social media and website around community education, prevention, Safe Passage services, volunteer opportunities, and recruitment for community programs.
- Assist in the maintenance and implementation of the Safe Passage monthly newsletter.
- Research and establish communications and marketing strategies related to the Safe Passage website and social media channels.
- Serve as a community ambassador to promote and uplift Safe Passage programs and services; increase brand reputation; and help to facilitate community connections.
- Support other Engagement Team members in communications and outreach as needed.

### **Secondary Responsibilities:**

- Complete initial and ongoing training for the role.
- Attend ongoing supervisions with the Director of Community Engagement.
- Log training and/or volunteer hours weekly in the volunteer database.
- Attend regular Communications Team and Engagement Team meetings.

### **Skills/qualifications Needed:**

- Strong written and/or verbal communication
- Familiarity with common social media platforms
- Ability to work collaboratively with others and independently
- Experience with Zoom and Google Suite

**Beneficial skills:**

- Experience with Canva
- Experience with Mailchimp
- Experience with Hootsuite

**Training:**

- Safe Passage Ambassador Volunteer training (8-15 hrs)

**Time commitment**

Communications Assistants contribute time on a task/project-based schedule, with an ideal commitment of at least 5 hours a month. Deadlines are set per the mutual agreement of the volunteer and the Director of Community Engagement and may be subject to change. This role can be completed remotely.

**About Safe Passage**

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

**Our Mission:** Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Learn more at [www.safepass.org](http://www.safepass.org).