Job Announcement
Communications Manager
VOTE – Voice of The Experienced

Location: New Orleans, Louisiana
Reports to: Deputy Director
Closing Date: Rolling deadline until filled

ORGANIZATIONAL BACKGROUND:
VOTE is a grassroots organization founded and run by formerly incarcerated people (FIP), our families and our allies. We are dedicated to restoring the full human and civil rights of those most impacted by the criminal (in)justice system. Together we have the experiences, expertise and power to improve public safety in Louisiana and beyond without relying on mass incarceration. Learn more at www.vote-nola.org.

JOB SUMMARY:
Our team seeks an experienced Communications Manager to help implement VOTE’s vision and voice via a robust and multi-part communications strategy under the direction of the Deputy Director. The position is located in New Orleans and is responsible for VOTE’s communications on a statewide level, with chapter offices currently in Baton Rouge, Lafayette and Shreveport.

RESPONSIBILITIES:
- Collaborates with the Deputy Director in the development of VOTE’s statewide communications strategy and written plan;
- Effectively communicates VOTE’s statewide communications strategy to the C3 and C4 communications teams and supervises its implementation;
- Serves as a partner to all cross-functional areas of both C3 & C4 communications efforts;
- Synthesizes complex topics related to VOTE’s work to raise awareness in diverse audiences including those in prison, allies, policy makers and the general public;
- Collects and shares relevant VOTE news in both written and video forms;
- Responsible for website and social media content and postings;
- Acts as a liaison between the press and VOTE via the creation of press releases, the dissemination of op-eds, writing letters to the editor and interview coordination;
- Collaborates with Deputy Director for the creation of outreach materials including but not limited to presentations, brochures, newsletters, annual reports;
- Supports VOTE’s chapter offices in the implementation of basic communication needs.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:
- An unwavering commitment to the mission and work of VOTE;
• 3-5 years of proven experience in communications including experience crafting persuasive and/or journalistic materials for a broad and diverse audience;
• Excellent writing, editing and verbal communication (internal and external) skills
• Excellent computer skills with strong proficiency in Google Drive, the Microsoft Office Suite, and working knowledge of Adobe Suite programs like InDesign and Photoshop;
• Experience with website maintenance, newsletter production, including email marketing platforms, and message development;
• Ability to work well with diverse individuals and balance multiple priorities in a fast paced environment;
• Must have strong organizational skills with the ability to manage timelines, prioritize multiple projects and meet demanding deadlines;
• Previous experience as either an immediate supervisor of a team or someone who is responsible for collaborating with a team to move the work forward
• Graphic design and/or video editing experience (preferred).

Additionally, the successful candidate must demonstrate:
• Highly collaborative style; experience developing and implementing communications strategies
• A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
• Relationship builder with the flexibility and finesse to use persuasive communication effectively
• High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
• Sincere commitment to work collaboratively with all constituent groups, including staff, members, interns, volunteers, donors, program participants, and other supporters
• Self-starter, able to work independently and enjoys creating and implementing new initiatives

HOW TO APPLY:
To apply, please send cover letter, resume, salary history and professional references to Human Resources at: Resumes@WeAreFLOSS.org with Communications Manager as the subject line.

VOTE is an equal opportunity employer strongly committed to hiring and retaining a diverse staff. Formerly incarcerated people are encouraged to apply.