

## Job Announcement

### Mobilizing Community Communications Specialist

#### Organization Description:

The Contingent is a 501 (c) (3) venture non-profit focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception we have centered the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities\*, and government agencies.

From mentoring to mobilizing volunteers to restructuring systems that work for some at the cost of others, we prioritize uplifting and empowering leaders to transform their communities. For more information about the initiatives of The Contingent, please visit [www.thecontingent.org](http://www.thecontingent.org).

*\*If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz [k.bartz@thecontingent.org](mailto:k.bartz@thecontingent.org) for additional information.*

#### Position Summary:

The Communications Specialist (CS) will be the primary online voice of the Mobilizing Community division of The Contingent. The CS will invite the community to engage in elevating the various initiatives of the Mobilizing Community division, including Every Child Oregon and other Mobilizing Community initiatives. The CS will work with vendors and internal colleagues to manage marketing related projects to ensure marketing projects are executed in a timely way.

As the primary online voice for these initiatives, the CS will lead the charge as we posture The Third Way of engagement across Oregon. On a daily basis, the CS will develop online content, dialogue with followers online, craft e-newsletters, innovate and lead a year-long communications strategy, and invite community members into deeper engagement.

As a member of the Marketing team, but representing initiatives, the CS will collaborate closely with the Mobilizing Community team to stay current on initiative priorities and tone changes and provide support to Every Child affiliates as they execute their local strategies. The CS will need to demonstrate high initiative and strategy; asking for meetings, stories, and engagement to push the work forward and help audiences understand the collective movement.

#### Duties & Responsibilities:

##### MOBILIZING COMMUNITY COMMUNICATIONS LIAISON

- Identify and document how to work directly with Mobilizing Community (MC) staff to understand
- initiative priorities, collect stories, and offer strategy and guidance on how to engage target audiences.

- Participate in at least one weekly meeting with MC staff (Minimum).
- Represent the MC Division needs and learnings within The Contingent's Marketing Cohort and reflect back to the marketing cohort opportunities for partnership across The Contingent's initiatives
- Liaise with vendors as needed to accomplish certain marketing objectives around social media (video, designs, etc.)

#### NEWSLETTERS

- Oversee the execution of an Every Child Oregon newsletter 1x/month and other newsletters as requested on specified dates, as determined in partnership with the MC team.
- Work directly with MC staff to develop newsletter content and stories.
- Ensure email distribution lists are updated to reflect most recent subscribers.

#### SOCIAL MEDIA

##### Strategy

- Lead and document strategy for Every Child Oregon and other MC initiatives organic social media that complements the broad marketing plan put forth by the Marketing Cohort and enhances the goals of the field team.
- Innovate online reach strategies that demonstrate creativity, build brand awareness, and an understanding of where social trends are moving.
- Work alongside MC team members as needed to develop and integrate campaign-specific priorities and posts. Document and share what the Marketing Team can offer to the MC team and how much advance notice is needed for quality campaign integration into the initiative's content calendar.
- Work in collaboration with the Marketing Team to evaluate social channels on a monthly basis. Research and propose new tactics or new social channels to increase engagement and achievement of objectives.
- Manage social media posts and brands on Facebook, Instagram, and LinkedIn for Every Child Oregon and other initiatives as assigned.
- Engage with affiliates through the "communities of practice" regular meetings to share marketing best practices and collaborate on messaging.

##### Content

- Develop organic content and establish a pipeline for MC staff to supplement stories, running all content through The Contingent's social media filter.
- Maintain a content calendar four weeks in advance for each initiative that builds in flexibility for ad hoc stories and announcements.
- Create, write, or curate four organic stories/posts for the MC division social media on a weekly basis.
- Actively learn of and participate at in-person field activities where photos can be gathered.
- Monitor comments online, and engage with followers, delegating this responsibility during times away.
- Provide constructive feedback to field team members about what resonates best with our online audience when they share content.

#### Reporting

- Provide quarterly reports to the MC team on the following: number of new followers, engagement indicators, areas of interest and focus online, and trends to watch, helping to develop the key measures to watch.
- Develop and conduct an annual retrospective audit each January of online reach, relevancy, and impact for each online platform for the MC division.
- Work alongside the Director of Marketing & Communications to prepare analytics as needed for informing and refining strategy.

#### COMMUNICATIONS MANAGEMENT

- Work with our vendors to successfully shepherd projects from concept to completion.
- Collaborate with Every Child Oregon Project Manager to ensure clear communications on projects and deadlines.
- Coordinate schedules for video/photo shoots, collaborative meetings, and manage marketing requests and meeting notes for the marketing team.
- Be the point person to follow through on revisions and deadlines for various projects that the marketing team executes on behalf of MC division.

#### Measurables:

The Communications Specialist's performance will be measured by:

- Growth in online engagement year over year, as indicated by the monthly report and quarterly marketing measurable objectives.
- Successful deployment of newsletters at the frequency requested, with higher than average open rates.
- Communications strategy in collaboration with MC staff.
- Quality of organic content and increased reach, as a result.
- Meeting measurable objectives established by the Marketing team plan, which will be evaluated on a quarterly basis.
- Successful collaboration and management with vendors and internal colleagues to meet deadlines with a quality work product.

#### Knowledge, Skills, and Abilities:

- Bachelor's degree in marketing, communication, journalism or related field preferred or Associates degree with two years relevant experience.
- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect.
- A willingness to be "hands-on" and work in a lean, fast-paced organization with limited administrative support.
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders.
- Ability to write for social media and develop newsletter stories.
- Skilled in use of social media platforms and up to date understanding of social media marketing
- Basic photography and simple graphic design skills.

- Attention to detail and ability to manage multiple priorities.
- Administrative and project management skills. Knowledge of Asana is preferred.
- Understanding of Microsoft Dynamics Marketing suite is a plus.
- Excellent written and oral communication.
- Bi-lingual English/Spanish speaker a plus.

### Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child, Know Me Now, Emerging Leaders, and Survival Is Not Enough (SINE).
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural and socio-economic backgrounds throughout Oregon.
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth and families.
- Deep commitment to serving vulnerable kids and families and those in government who work with them
- Deep commitment to increasing the diversity of leadership around the state of Oregon.
- Continual growth mindset to develop and improve existing processes to enhance program efficiencies
- Flexible and receptive to constructive feedback
- Self-motivated leader that takes initiative
- Adaptable to changing situations and processes

### Employment Terms, Accountability, and Compensation:

- Full-time position with competitive salary; \$42 - 46k annually, depending on experience.
  - This is an entry-level to mid-level position. Entry level if the candidate has some background in social media marketing as well as project management.
  - Two years or more professional marketing/administration experience preferred
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers.
- Due to our growth, we have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-3 pm PST
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee and partially for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another and to the people of Oregon. As of October 1, 2021, *The Contingent requires all employees to be fully vaccinated.*
- Legally eligible to work in the United States

### Anticipated Start Date:

December 1, 2022

## Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest
2. Resume
3. Three references including:
  - First and Last name
  - Role
  - A brief description of their relationship to you
  - Contact Information (email + phone number where they may be reached)

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed with a subject line containing “Mobilizing Community Communication Specialist” sent to [hiring@thecontingent.org](mailto:hiring@thecontingent.org).

***\*\*\*Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.\*\*\****

*All employment at The Contingent is “at will” and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.*

Equal Opportunity Employer