

The Contingent Job Announcement Organizational Communications Strategist, NE

Opportunity Summary:

Is one of your superpowers the ability to translate messaging for different audiences? Are you able to communicate nuance and reframe the content drilling down to ensure critical elements are communicated to stakeholders in the appropriate learning mode? Do you have a continual growth mindset to develop and improve existing processes and to enhance program efficiencies?

Do you enjoy taking on a risk and excel at innovation? Do you excel in creative thinking, building and problem solving? Are you an effective and creative communicator who possesses strong written and verbal communication skills? Are you able to work independently and ready to exhibit radical hospitality to internal and external stakeholders?

The Organizational Communications Strategist will write content, create simple visualizations, and build assets to resource our partners—ranging from the Department of Human Services, backbone organizations, Every Child network partners, and The Contingent staff teams. This team member will be joining a small National Expansion team and be part of building how we serve other jurisdictions!

This leader will need to be warm, friendly, collaborative, driven, able to work independently, and passionate about radical hospitality and serving kids and families!

DUTIES AND RESPONSIBILITIES

Strategy

- Build communication plans for internal and external partners
- Develop unique assets to serve the needs of stakeholders

Copy

- Craft copy for organizational communication needs
- Draft messages or scripts from executives for presentation to employees or partners in written or spoken form

Visualization

- Basic design via Canva, PowerPoint or Adobe

Evaluation

- Build systems to evaluate effectiveness of communications with partners

Other duties as assigned

EDUCATION AND EXPERIENCE:

- Bachelor's Degree, or equivalent experience
- Two years or more professional marketing/social media and administration experience preferred

PERSONAL QUALIFICATIONS:

- Commitment to the mission of The Contingent, including Every Child, Emerging Leaders, and Survival Is Not Enough (SINE)
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Demonstrates a passion for operational, technical, and customer experience excellence
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families

EMPLOYMENT TERMS, ACCOUNTABILITY AND COMPENSATION:

- Full Time, exempt, salaried role offered at a range of \$60,000 - \$75,000 doe
- 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 has a flexible work model that supports a blend of in-office, remote and on-the-go workers
- We have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-3 pm PST (7- 1pm HST, 10–5pm CST, 12-6pm EST).
- This position will be expected to work within The Contingent’s hybrid work policy (2-3 days in the office, 2-3 days from home)
- This position is in Portland Oregon
- 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. As of October 1, 2021, The Contingent requires all employees to be fully vaccinated.
- Legally eligible to work in the United States

If you read this position description and are filled with a wholehearted, “YES! I’m in!” We would love to hear from you!

ANTICIPATED START DATE:

May 29, 2023

APPLICATION PROCEDURE:

Those interested in this position must submit the following:

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

Application materials should be emailed with a subject line containing “**Organizational Communications Strategist, NE**” to hire@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