



Join Our Team!

Communications and Resources Coordinator

The Virginia Sexual and Domestic Violence Action Alliance (Action Alliance) is hiring a full-time, exempt **Communications and Resources Coordinator**. As part of the Development and Outreach Team, this position promotes a positive and engaging experience for all who interact with the Action Alliance. The Communications and Resources Coordinator manages content distribution and the use and dissemination of Action Alliance resources (e.g., digital, print, audio/video materials, and rooms) to its members and the general public. Responsibilities include managing online e-commerce sites, coordinating the Action Alliance Lending Library, and welcoming and orienting visitors to the Action Alliance's Training, Conference, or Webinar rooms, as well as answering the Action Alliance's main phone line.

We're looking for an energetic, detail-oriented, customer/client service coordinator and problem-solver with demonstrated experience with organizing print and digital resources and maintaining positive customer/client service relationships. The ideal candidate will be able to interact with diverse audiences, will be excited about assisting our members and community partners with accessing Action Alliance resources and information, and have a curiosity for using technology and databases. The ideal candidate is also committed to the Action Alliance's anti-oppression and trauma-informed principles as integral to ending sexual and intimate partner violence.

The position requires demonstrated experience with customer service and resource management, attention to details, effective communication skills, an ability to manage multiple deadlines at once, and familiarity with digital calendar systems and databases. Also required is a knowledge of Zoom and/or other virtual meeting platforms, an eye for graphic design, and a curiosity to use technology to facilitate resource distribution. Preferred candidates will have the following: fluency in Spanish or experience working with web design platforms.

The starting salary range for this position is \$45,000 - \$55,000/year. The Action Alliance offers a generous benefits package and an outstanding and flexible work environment. This position is temporarily remote due to the COVID-19 pandemic and in accordance with public health safety guidelines, though will be required to be primarily in-office once the Action Alliance office is open to the public. This position is based in Richmond, VA.

All interviews will be conducted over Zoom. First round interviews will take place February 9th and 10th and possible second round interviews on the 17th and 18th. The ideal start date for this position is February-March 2022.

Please submit a cover letter (address the specific job duties, minimum qualifications, and specific demonstrated experience), a resume or CV, and two to three (2-3) references by February 4, 2022 to jobs@vsdvalliance.org and include “Communications and Resources Coordinator” in the subject line.

OUR MISSION

The Action Alliance has been Virginia’s leading voice on sexual and domestic violence for over 40 years and enhances response and prevention efforts through training, public policy advocacy, public awareness programs, and technical assistance to professionals.

The Action Alliance, a diverse group of individuals and organizations, believes that ALL people have the right to a life free of sexual and domestic violence. We will use our diverse and collective voice to create a Virginia free from sexual and domestic violence—inspiring others to join and support values of equality, respect and shared power. We recognize that sexual and domestic violence are linked to other forms of oppression, which disproportionately affect women, children, and marginalized people. Understanding the great harm racism has created for individuals, families, and our communities in Virginia, we commit to building within the coalition an anti-racist framework from which to address sexual and domestic violence.

The Action Alliance is an Equal Opportunity Employer. Black, Indigenous, and other people of color; women; LGBTQ+ candidates; and people of diverse backgrounds are strongly encouraged to apply. We are committed to a diverse workplace and to supporting our staff with ongoing career development opportunities.



Communications and Resources Coordinator 2022

The Communications and Resources Coordinator promotes a positive and engaging experience for people who access Action Alliance resources. The Communications and Resources Coordinator is a member of the Outreach and Development team that is supported by executive staff and a strong group of Governing Body and membership volunteers.

The work of the Communications and Resources Coordinator:

- **30% Communicate** with members, friends, and the public about the issues affecting and impacting survivors and victims of violence, our work, why the public should become involved and join us/support us so that people connect, join, and take action. This role includes being the primary person to answer the Action Alliance's main phone line.
- **20% Steward of the Action Alliance Room Resources;** stock supplies, maintain cleanliness, welcome and orient new users who are using the Training, Conference, or Webinar rooms so that these spaces support effective training, networking, and meetings.
- **20% Manage Action Alliance Online Resources,** including The Red Flag Campaign store, Action Alliance website and e-commerce store, and Lending Library; promoting the resources, maintaining sufficient inventory, and assisting customers/members so that orders are filled promptly and accurately.
- **15% Develop Print and Digital Resources and Campaigns** related to movement strategy and civic engagement (e.g., legislative advocacy) calling members, friends, and the public into the conversations and actions necessary to create a world without violence.
- **10% Actively Participate in Teamwork, Planning and Agency Stewardship,** including leadership development, development of expertise directly related to performance of job, engagement in movement building work, and participating in a variety of team support tasks.

- **5% Actively Participate in Training Institute Workgroup**, which plans the annual training calendar; coordinates major cross-team training events; builds and maintains contract faculty.

The skills of the Communications and Resources Coordinator:

- Passion for communications and membership engagement to strengthen the work of building a better world.
- A love for talking about our work and why folks should get involved.
- Direct and compassionate communication and negotiation skills and ability to work in a self-led team.
- Experience with most of the kinds of activities that are part of the job; someone who is great at telling the story of our work in lots of different ways.
- Life experience that has developed their sense of the importance of working together to advance social justice, healthy relationships, and healthy sexuality.

Building the Larger WE:

The work environment at the Action Alliance requires a high level of personal and group responsibility—for managing your work, reflecting on interpersonal dynamics, and understanding how oppression and intersectionality shows up in our workspace and our lives. We use a group supervision process within our teams. We have a deep commitment to diversity within the staff—you will be working with folks across generations, from many different racial and ethnic backgrounds, and people who identify across the gender and sexual orientation spectrums. We are an equal opportunity employer.

Coalition Development and Outreach Team is responsible for communications with members, friends and public; marketing services and projects; and fund development.

As a Coordinator on the team, responsibilities will include taking on one or more team coordination tasks, representing the Action Alliance on internal coordination meetings, and/or preparing information for grant/agency reports.

About the Job:

This is a Tier 2 full-time, exempt, position with a starting annual salary between \$45,000 and \$55,000. The benefits package includes health, dental, vision, disability and life insurance, an optional flexible savings account for health and/or dependent care expenses, and a retirement benefit for employees who have completed two years at the agency. We offer many opportunities for professional development, flexibility in the workday, generous leave, and other types of workplace support.

This position requires regular in-person, in-office work and occasional statewide travel.