



Job Description: Communications Coordinator

Join a team that's advocating for justice and making a difference in Virginia's policies!

Purpose: The Communications Coordinator is a strong writer, communicator, strategic thinker, and team player. They are responsible for assisting the Director of Communications with media relations, PR, marketing, annual reports, donor publications, managing website and database updates, technology, and storytelling. The goal is to increase awareness, grow the organization, support VICPP's mission and assist staff in advancing policies and programs.

Compensation & Benefits: This is a part-time (20 hours/week), year-round exempt, salaried position based in the office in Richmond, VA, with the potential for hybrid work when needed. The annual salary is \$30,000. Benefits: paid sick days, paid vacation, paid holidays. Retirement benefits are available after six months. This position is not eligible for health benefits.

Accountability: The position reports directly to the Director of Communications.

Responsibilities

1) Organize website, calendar, track media, shoot photos/videos

- Update website content in a timely, accurate and visually appealing manner.
- Create and manage a content and event calendar to support communications, organizational priorities, events, and campaigns.
- Track media exposure, update reporter database.
- Assist with action alerts, emails, and monthly newsletters using Powerbase CRM.
- Capture and edit photos/videos with phone or professional camera; organize content

2) Write content, manage social media

- Draft articles, newsletters and social media posts to share updates about VICPP's work.
- Manage and grow VICPP's social media presence (Facebook, Instagram, LinkedIn).
- Track and analyze digital performance metrics; optimize SEO to measure the impact of social media campaigns.

3) Plan events, design reports, assist with technology

- Help coordinate, organize, and market press conferences, donor events, protests, and community events that promote VICPP's mission.
- Design flyers, reports, and presentations for policy and donor engagement.
- Assist with Zoom meetings and technology.

Required Skills/Experience:

- Bachelor's degree in communications, marketing, journalism, or a related field.
- 3 or more years of professional experience in communications/PR, preferably in a nonprofit or mission-driven organization.
- Experience with graphic design tools (e.g., Canva), databases, social media, websites and communication software, Microsoft Office and Google Suite
- Experience shooting and editing photos and videos.
- Strong writing, editing, storytelling skills, and familiarity with AP Style.
- Proficiency in managing social media platforms and digital analytics tools.
- Commitment to VICPP's mission and values.
- Adaptability to thrive in a dynamic, evolving nonprofit environment and collaborate with integrity and respect, whether working independently or in a team.

Evaluation: The position will be evaluated based on this job description, annual goals and objectives, and other tasks accomplished.

Weekly schedule: The office is open Monday through Friday, 9am – 5pm (half time) and work hours for part timers will be flexible. Some significantly longer days during the 4-6 weeks when the General Assembly is in session. Occasional night and weekend work is required.

How to apply: Please email a cover letter, resume, and 2-3 names and titles of references (with "Communications Coordinator" in the subject line) to roberta@virginiainterfaithcenter.org

Applications are accepted on a rolling basis until the position is filled, with a priority deadline of **Feb. 28**. For more information visit our website at virginiainterfaithcenter.org or find us on social media.