Women's Center & Shelter
of Greater Pittsburgh

COMMUNICATIONS & DEVELOPMENT ASSOCIATE

About the agency. Women's Center & Shelter of Greater Pittsburgh (WC&S) is a comprehensive domestic violence program serving individuals impacted by domestic violence and facilitating an intervention and education program to people who use abuse. We are advocates, grounded in fostering a community of safety, healing, and empowerment for anyone affected by domestic violence. Our mission is to strengthen our ability to meet the individual and evolving needs of those affected by domestic violence by investing in the growth of our people, deepening community engagement, and amplifying the voices of all survivors. All staff learn about and support the organization's mission, vision, and values. In addition, the principles of the Sanctuary Model (a model for prioritizing victims' needs and promoting safety and recovery from adversity) and continuous improvement infuse all aspects of the organization.

About the role. As the Communications & Development Associate, you will provide support for marketing, communications, and community engagement initiatives through the creation and distribution of social media content, email communications, website updates, and promotional materials. Additionally, you will assist with volunteer activities, community fundraising efforts, data tracking, and inventory maintenance to support organizational outreach and donor engagement goals

This role provides you with the opportunity to showcase your skills related to content and digital communication, media and public relations, fundraising, development, and organizational support, with the ability to contribute to the organization's mission in a variety of ways. The successful candidate will have at least two (2) years of relevant experience in marketing/communications, with a focus on digital marketing or fundraising/development, be highly organized, flexible, and detail-oriented. If you are comfortable in a dynamic role within the nonprofit sector and are passionate about supporting populations experiencing intimate partner violence, we are eager to hear from you. WC&S will offer you an environment that provides endless opportunities to advance your knowledge, skills, and abilities.

Here's what you will do:

- Create, schedule, and publish social media content in alignment with the organization's marketing and communications strategy
- Create, schedule, and publish all email communications for the monthly e-newsletter, special campaigns, events, and other email communications
- In coordination with the Marketing Communications Manager, make updates to the WC&S website to ensure for accuracy and engagement
- Assist with marketing and public relations efforts related to the Bright Sky app and website
- Collect survivor, volunteer, and donor stories and quotes for use in various media, including by attending shelter community meetings
- In collaboration with the Development Associate, assist with planning volunteer project details, overseeing volunteers while onsite at WC&S, and recording data related to volunteer activities.
- Assist Development Associate with receiving in-kind donations

- In coordination with the Marketing Communications Manager, create and distribute press releases, media advisories, fact sheets, and other media materials
- Coordinate media interviews and public appearances for organizational leaders and monitor media coverage and track public relations outcomes
- Provide administrative support for the Adopt-A-Family (AAF) campaign and/or responsibilities assigned by the Development Manager, including gift entry into Salesforce and creation of customized giving pages
- Work with Development Manager, Marketing Communications Manager, and Development Department on special events and campaigns
- Work with the Marketing Communications Manager and members of the Development Team to carry out the strategies and tactics set forth in the Marketing/Communication and Resource Development Plans
- Responsible for inventory related to marketing, such as brochures, flyers, etc.
- Table for and/or represent WC&S at community events on behalf of the Development Department and in coordination with the Marketing Communications Manager and other WC&S departments, when necessary
- This position requires being available Monday through Friday business hours, mostly onsite, with evenings and weekends as needed; for volunteer oversight, this includes at least one weekly evening onsite at our main facility
- Perform other duties as assigned by supervisor

Here's what we are looking for:

- Bachelor's degree in communications, marketing, nonprofit management or related field, or equivalent work experience
- At least two (2) years of relevant experience in marketing/communications with a focus on digital marketing or fundraising/development
- Experience in the nonprofit sector preferred
- Proficiency with design software, specifically Canva or Adobe Creative Suite
- Proficiency working with social media platforms, specifically Facebook, Instagram, and LinkedIn
- Proficiency working with email marketing platforms such as MailChimp
- Exceptional writing and communications skills and the ability to adapt to fit the audience and medium
- Detail-oriented, with excellent organizational and project management skills, including adhering to multiple deadlines at once
- Experience with basic video production a plus
- Flexibility to adapt to changing demands and priorities in a high-paced environment
- Comfortable with autonomy and working with a team
- A demonstration of the understanding of abusive family dynamics, including intimate partner violence, cycle of abuse, power and control dynamics, culturally specific issues, and child abuse and neglect
- Ability to establish healthy boundaries, trust, respect, and rapport with others
- Ability to understand and adhere to strict confidentiality and safety procedures

- Strong command of general technology, including, but not limited to, Microsoft Office Suite is required; familiarity and understanding of information technology, including Salesforce and Teams strongly preferred
- Desire to work in an organization committed to accepting every individual's history and perspectives
- Act 33/34 and FBI Clearances required

Typical Starting Salary: $40,000

About the benefits. WC&S offers a comprehensive and competitive benefits package, including generous paid time off; health, vision, and dental insurance; short-term and long-term disability coverage; group life insurance; retirement plan with employer matching; Flexible Spending Account; Employee Assistance Program; Headspace meditation and mindfulness app subscription; Access Perks membership; paid training and professional development opportunities; and is a Public Service [Student] Loan Forgiveness (PSLF) eligible employer.

WC&S is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination or harassment on the basis of race, color, religion, sex (including pregnancy, gender identity or gender expression, and sexual orientation), national origin, ancestry, place of birth, hairstyle, age, disability, using guide or support animals for a disability, genetic information (including family medical history), familial status, citizenship status, military service, or any other characteristic protected by law. We are committed to providing an inclusive and welcoming environment for all.

TO APPLY:
To ensure consideration for an interview, please send a **resume** and **cover letter** via email with the subject line "**Communications & Development Associate**" to careers@wcspittsburgh.org.