



Communications Lead (Full time, hourly, 40 hours per week)

Position Summary

We are looking for a skilled person to join our small staff team as our Communications Lead. The person in this position will work closely with the Executive Director, program and policy staff, as well as with people who are currently homeless or have been through homelessness, and people who work in housing and human services. Our ideal candidate demonstrates experience using words and images to gather and share information in ways that resonate with multiple audiences, and the skills to inspire people to take individual and collective action. This is a full-time (40 hrs./week), hourly position with benefits.

The body of work requires development and use of a variety of tools and approaches to communicate with a wide range of audiences to:

- share accurate, relevant, and timely information
- gather and tell stories that educate and engage
- highlight the work of the Coalition, its members (organizations and people), and people who are directly affected by public policies, budgets, actions and inaction
- communicate effectively about people, systems, and solutions

About the Coalition on Homelessness

The Coalition is a trusted and respected voice in our community as an advocate for people experiencing homelessness. We are a membership organization whose mission is to mobilize our community to challenge systemic causes of homelessness and advocate for housing justice. We envision a region that acts on a shared sense of responsibility to ensure everyone has a home. Our core values are equity, justice, and collective action. By equity, we mean to center race in the fight for housing justice, as white supremacy and structural racism cause disparities in who experiences homelessness. By justice, we mean to uphold the dignity and civil rights of people experiencing homelessness or housing insecurity. We use collective action to collaborate, unite, and act to build power. For more information about our current work, please visit www.homelessinfo.org.

Essential Duties and Responsibilities

- Ability to write clearly for a variety of audiences, and present complex and technical information in an accessible manner while remaining rooted in organizational values and vision.
- Write and edit compelling content for the organization's website, quarterly newsletters, annual reports, presentations, and social media.
- Draft messages for communication with members, donors, elected officials, and the general public.
- Manage media inquiries, draft press releases, letters to the editor, and op-eds.
- Develop and maintain communications calendar to coordinate email, marketing, social media, and website content with other organizational initiatives.
- Develop materials for staff, board, and volunteers to use in communicating with potential and current

donors and key stakeholders, ensuring consistent and clear messaging.

- Document organizational activities through photography, video, and other materials, maintaining organization of photo and video archives.
- Provide general administrative and operational support for routine organizational activities.
- Provide communications support before, during, and after special events and activities
- Other duties as assigned.

Essential Knowledge, Skills, and Abilities

- At least 2 years of combined experience in communications, journalism, or related work in a public or non-profit setting.
- Excellent written and oral communication skills
- Demonstrated experience writing clearly for varied audiences, including persuasive writing, synthesis, and concise narrative reports.
- Ability to listen and communicate clearly with people whose opinions, values, or communication styles may differ significantly from your own.
- Strong organizational skills and the ability to handle multiple projects simultaneously.
- Strong interpersonal skills, with demonstrated ability to collaborate with people from a variety of backgrounds respectfully.
- Ability to work in a self-directed manner and to take direction, coordinating efforts as part of a team.
- Demonstrated ability to meet deadlines, manage projects, and solve problems.

Strongly preferred:

- Experience with cross-class and cross-cultural communications
- Ability to be creative with messaging.
- Experience with grant writing and grant reporting.
- Familiarity with Salesforce or similar CRM.
- Experience with Word Press, Microsoft Office 365, and mass email systems

Working Conditions

Work takes place primarily in a small office with a dynamic shared-workspace environment. Some work will take place in community settings around King County. Community work will take place in a variety of outdoor and indoor settings, in all types of weather, using appropriate COVID-19 precautions. Travel within King County is required, and candidates are expected to be able to travel via public transportation or use of their own reliable vehicle (proof of license and valid insurance required). Due to the current COVID-19 pandemic the office has adopted a hybrid model of in-person and remote work. We take seriously our responsibility to protect staff and community health by limiting the spread of disease: Workplace protocols are guided by the best current information and guidance provided by local, state, and federal public health agencies. All staff are fully vaccinated and boosted against COVID-19 according to current public health guidance. Offer of employment is conditional on candidate submitting proof of current vaccination for COVID-19. Separate office work areas ensure as much physical distancing as possible. This position is primarily in-person (in both office and community settings) due to the nature of the work.

Work performance includes long periods of sitting, working on a computer. Ability to lift and carry up to 40 lbs. on an occasional basis. Some early morning, evening, and weekend hours are required. The Coalition offices are located on the third floor of an older building without elevator access. The stairs are steep.

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Coalition employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Compensation and Benefits

Salary Range: \$56,000 – 65,000 Depending on experience

Benefits: Generous benefits package includes 100% employer-paid medical, vision, & dental insurance for employees, commuter benefits (Orca card), and Employee Assistance Program. SEP IRA retirement account employer contribution (set annually). Flexible Paid Time Off (20 days plus 11 paid holidays.) Flexible scheduling by approval of supervisor.

To apply: Send resume and letter of interest to hr@homelessinfo.org with “Communications Lead Application” in the subject line. **Attachments in .pdf format preferred. Your application must include:**

- A current resume highlighting your relevant experience and skills.
- A letter describing why you are interested in this position and how your previous experience qualifies you for this role. Please include your preferred start date if hired.
- A brief (no more than 2 pages) writing sample that demonstrates storytelling or persuasive writing
- A sample social media post related to the Coalition’s mission, vision, or values

Applications will be reviewed as they are received, with preference given to applications received by 5.00 p.m. PST on Monday, July 1st, 2024. This position is open until filled. Interviews will be conducted on a rolling basis. Please note that we will only evaluate candidates whose cover letters are responsive to the position qualifications and whose applications include the requested materials.

Equal Opportunity and Commitment to Diversity and Inclusion

The Coalition on Homelessness believes that a diverse workforce and an inclusive workplace culture enhance our ability to fulfill our mission. As an organization working to ensure safety, housing, and justice for people who are often marginalized by society, we seek to bring our values into the workplace through creating an inclusive work culture where our policies and procedures, including recruitment and hiring, reflect our commitment to social justice, and where all our staff feel valued. We are committed to providing a culture of mutual respect where equal employment and promotional opportunities are available to all applicants and staff without regard to race, color, creed, religion, sex, sexual orientation, gender identity, age, national origin, citizenship, veteran, or marital status, sensory, physical or mental disability, housing status or history, and any other characteristic protected by applicable law. We prohibit discrimination and harassment.