



Job Title: Communications Coordinator

Status: Full-time, Exempt

Schedule: 40 hours weekly; including evening work at least once a week and some weekend work; occasional travel required.

Salary: \$37,960-\$47,960, depending on qualifications and experience

Benefits: Employer-sponsored health insurance plan, long-term disability insurance, 401(K) pension plan, and Paid Time Off

Location: Raleigh, North Carolina

Language skills: Fluency in English and Spanish, both oral and written, is required.

The Organization:

El Pueblo's mission is to build collective power through leadership development, organizing, and direct action so that the Latin American community and other marginalized communities control our own stories and destinies. El Pueblo's core strategies include integrated voter engagement, lobbying for state level policy change, leadership development of grassroots community members, and cultural expression for social change. The organization and its core group of activists and leaders are based in Wake County, although our voter engagement and policy efforts work in coalition with other organizations and communities throughout the state.

Job Purpose:

El Pueblo is looking for a dynamic, forward thinker to lead our communications! The primary purpose of this job is to elevate and help grow El Pueblo's story and the narrative of immigrant communities across the state of North Carolina. Candidates would be asked to do this through the use of various media channels, including traditional Spanish and English media outlets, El Pueblo's website, and social media.

Responsibilities:

Media Relations (40%)

- Cultivate relationships with our media partners and conduct press outreach to pitch stories, maximize media coverage, and enhance El Pueblo's visibility in communities.
- Train and support youth and adult community members to act as spokespeople, by helping them write letters to the editor and guest opinion articles.
- Support the organization to develop policy positions and messaging that is aligned with El Pueblo's mission and vision.
- Draft press materials, including press releases and media advisories.

Online Communications (50%)

- Support e-activism campaigns through online petitions, text alerts, etc.
- Develop and manage dynamic content for organization's website and social media channels (Facebook, Twitter, YouTube, and Instagram).

Materials (10%)

- Develop and update promotional materials for El Pueblo.



Application Process:

To apply, please write a simple email in English OR in Spanish to moises@elpueblo.org. Include a cover letter in Spanish and English and attach your resume. Please write in the subject line: Communications Coordinator. Applications will be received until September 30th, 2019.

Members of communities of color, the LGBTQ+ community, immigrant communities, and other historically disenfranchised communities are encouraged to apply.