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Serving Northern New Mexico Since 1978

945 Salazar Road
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Job Title: Media Coordinator

Reports To: Executive Director

Hours: 32 Hours week (flexibility required)

Salary: \$23-25 /Hr. + Benefits, Non-Exempt

Location: Hybrid in Taos, NM

Minimum Age Requirement: Must be 18 years or older

Background Check: Required (includes criminal background check and pre-employment drug screening)

Job Summary: Community Against Violence is seeking a dedicated and creative Media Coordinator to join our team. The Media Coordinator will play a crucial role in advancing our mission to prevent domestic violence and educate the community. This position involves managing our media presence, creating compelling content, and engaging with our audience across various platforms. This person will work with media outlets, such as local radio stations and news outlets. They will support CAV through ensuring all media, brochures, annual reports, etc., are in alignment with CAV's mission and show accurate data in an easily consumable format for a variety of platforms. They will play a key role in planning CAV events and fundraisers.

Key Responsibilities:

- Develop and implement media strategies to raise awareness about domestic violence prevention and education.
- Create, curate, and manage content for social media, website, newsletters, and other communication channels.
- Create and update brochures, flyers and pamphlets as needed for CAV.
- Collaborate with the program team to highlight success stories, events, and initiatives.
- Monitor and analyze media coverage and social media engagement to inform future strategies.
- Build and maintain relationships with media outlets, influencers, and community partners.
- Assist in the planning and execution of public awareness campaigns and events.
- Collaborate with other outreach team members to plan CAV events and fundraisers.
- Ensure all communications are aligned with the organization's mission and values.
- Play a key role in the production and publication of CAV's Annual Report.
- Support CAV fundraising events and other relevant activities used for the promotion of CAV, domestic and sexual violence prevention, and other areas as determined by the Executive Director.
- Complete all monthly, quarterly, and annual reports related to program outreach, presentations and events as determined Executive Director.

- Attend all staff meetings and in-service trainings as required and requested the Executive Director.
- Become familiar with other areas of CAV support services.
- Coordinate with all other CAV program components when necessary or as determined the Executive Director.
- Submit all required CAV forms in a timely manner, i.e., mileage forms, timesheets, etc.
- Be able to provide information about CAV programs and services to anyone who may inquire.
- Become knowledgeable of the ways in which collaborating with people who have experienced trauma, DV and SA, impacts employees and proactively work to limit the effects of compassion fatigue by seeking supervision when common signs are present.
- Engage in situational supervision structure and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.
- Strictly abide by confidentiality required by CAV.
- Other responsibilities or tasks as assigned by Deputy Director and Executive Director.

Qualifications:

- Bachelor's degree in communications, Marketing, Journalism, or a related field or equivalent experience
- Proven experience in media coordination, content creation, and social media management.
- Strong writing, editing, and storytelling skills.
- Proficiency in using social media platforms, content management systems, and graphic design tools.
- Excellent organizational and project management skills.
- Passion for social justice and commitment to the mission of preventing domestic violence.

CAV is an Equal Employment Opportunity Employer. This means that all persons are eligible to be employed, promoted, or discharged, without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed grievance, made a complaint, or questioned the handling of a discrimination charge.