



Position: **Communications Manager**
Reports to: Policy Manager
Salary: Starting \$50,000 commensurate with experience
**a higher level position may be considered for those with substantially more years of specialized experience*
Benefits: 100% Health (medical, dental, vision) insurance, & life insurance coverage, abortion coverage, retirement plan with employer contribution, unlimited PTO, 16 weeks paid family and medical leave, short term disability, annual education benefit and professional development opportunities, hybrid work community, monthly remote work reimbursement
Status: Full time exempt
Location: Missouri-based

Organization

Abortion Action Missouri (AAM), formerly (NARAL) Pro-Choice Missouri, is dedicated to building and sustaining a constituency that uses the political process to guarantee reproductive health, rights, and justice for every Missourian. AAM envisions a world with stigma-free abortion access and reproductive freedom for all. Our mission is to foster and sustain a Midwest movement for control of our bodies, lives, and futures. Abortion Action Missouri is a grassroots 501(c)(4) advocacy organization. Two additional affiliated organizations help advance Abortion Action Missouri's mission. The Abortion Action Missouri Foundation, a 501(c)(3), conducts public education and research intended to increase public awareness of relevant reproductive health, rights, and justice issues. The Abortion Action Missouri PAC is the political action committee that conducts direct electoral work with and for pro-choice candidates.

Position Description

Enthusiastic, creative go-getter with communications, public relations, and digital experience, who is excited to work hard to advance reproductive freedom and stigma-free abortion access for all. Work with the policy manager and executive director to implement an aggressive media outreach and digital communications strategy for Abortion Action Missouri. Responsible for drafting quotes, talking points, and press releases, as well as managing organizational content calendar that includes social media, membership emails, and other digital tools to create a robust digital footprint that draws in membership and traffic. Overall, the communications manager role is equal parts public liaison and content creation. Someone in this position might just as easily hold a press conference to announce a new initiative or respond to media inquiries as they would pore over the details of a spreadsheet to ensure the PR budget is on track, or draft an educational tweet thread. Must be passionate about reproductive health, rights, and justice, like to talk (especially to reporters), and interested in identifying new opportunities for the organization to explore.

Job Duties and Responsibilities:

- Establish and drive a multi-channel communications strategy
- Maintain brand voice and integrity across all platforms; ensuring that all internal and external communications related to them align tightly with org goals.
- Manage media relations and develop contacts with media members, influencers, and community leaders.
- Managing the organization's social media presence, including coordinating daily content creation and posting
- Working collaboratively across the organization to draw up communications plans with clearly defined objectives, key performance indicators, audiences and timetables
- Drafting and reviewing written deliverables such as emails, press releases, newsletters and brochures
- Coordinating rapid-response crisis communications
- Supporting the planning of events such as fundraisers, panel discussions and press conferences
- Engage with membership database (Every Action), and voter database (NGP), and conduct necessary data imports and exports related to membership communications

Ideal candidate will possess the following qualities and skills:

- Strong commitment to reproductive rights and justice
- A deep desire to see transformational change in Missouri
- Familiarity with Reproductive Justice issues in Missouri including abortion access, maternal/birthing parent mortality, racial inequities in reproductive health care access, pregnancy discrimination, criminalization of abortion, and other related issues.
- An intersectional lens and ability to educate others on Reproductive Justice issues
- Familiarity with political environment and community in Missouri
- Experience with pitching and placing earned media; and developing strong relationships with media and coalition partners
- Excellent oral and written communication skills
- Exceptional organizational skills, attention to detail and strategic thinking
- Ability to independently manage several projects at one time, set priorities and follow a strategic plan
- Flexibility in work environment
- Ability to communicate effectively and to build positive relationships with elected officials, staff, volunteers, board members, and Abortion Action Missouri membership
- Proficiency in voter and membership management systems (i.e. VAN, EveryAction, etc.), online advocacy tools, Slack, and Google Drive is a plus

To apply: Submit a cover letter, resume, and a writing sample to jobs@abortionactionmissouri.org. Deadline is August 18th, 2023

Abortion Action Missouri values and respects diversity in its many forms: race, ethnicity, national origin, ability, class, faith, age, gender identity, sexual orientation, and experience. We welcome a broad array of applicants. Inclusivity is important to our mission and daily work.

Abortion Action Missouri is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation, gender association, gender expression, marital status, military status or physical or mental disability.

The Abortion Action Missouri team is committed to protecting our team and our community. All applicants must be fully vaccinated against Covid 19. Reasonable accommodations will be considered.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE A COMPLETE LIST OF ALL RESPONSIBILITIES, DUTIES, OR SKILLS FOR THIS POSITION AND IS SUBJECT TO REVIEW AND CHANGE IN ACCORDANCE WITH THE NEEDS OF THE ORGANIZATION