



Communications Coordinator

Sacramento or Los Angeles Office

About the Organization

ValorUS® (VALOR) is a California-based, national anti-sexual violence organization and California's sexual assault coalition committed to advancing equity and ending sexual violence. Since our founding in 1980, we have continued to build dynamic relationships across a diverse range of communities, institutions, and systems, and mobilize our network of survivors and advocates to influence change. Through leadership, prevention, and advocacy, we are fearlessly pursuing a world free from violence where the dignity of every person is valued and respected. At VALOR we recognize that violence is not inevitable - it's preventable.

Position Description

The ideal candidate will create high-quality, engaging website, social media, and video content that tells VALOR's story and will perform the day-to-day operations of VALOR's Communications Team. The Communications Coordinator must develop strong relationships across VALOR's departments and with community partners. This position requires project coordination skills, excellent interpersonal skills, and dedication to embodying VALOR's mission, vision, and values.

This is a full-time, exempt position that reports to VALOR's Public Affairs & Policy Manager and works in VALOR's Sacramento office. VALOR employees follow a hybrid model with 2 days in the office. This position is open to individuals who would like to work from VALOR's Sacramento office or Los Angeles office.

Content Creation & Coordination

- Create content in alignment with VALOR's mission, vision, and values.
- Create compelling video (primarily short-form) for social media and the web.
- Support the coordination of VALOR's podcast series including identifying guests, scripting episodes, and promoting podcast episodes.
- Support with communications leading up to and at VALOR's in-person events including the National Sexual Assault Conference®, Statewide Conference, Denim Day, Policy Advocacy Day, and other events.

Website & Social Media Coordination

- Collaborate across multiple platforms to grow VALOR's online presence.
- Frequently contribute to blog posts and press releases.

- Grow VALOR's digital library by collecting photos, videos, and audio clips from events, meetings, conferences, and trainings.
- Manage content scheduling for blogs, reports, and social content across platforms.
- Maintain consistent brand and messaging guidelines across platforms.

Administrative Tasks

- Maintain VALOR's marketing calendar and outreach plan.
- Contribute to growing VALOR's media connections both in California and nationwide.

Prevention

- Support VALOR's work to advance the capacity of organizations and individuals to prevent sexual violence.
- Identify communications opportunities to advance VALOR's prevention framework.

Additional Duties:

- Communicating timely updates to VALOR's members as needed via newsletter.
- Represent VALOR at web conferences, meetings, conferences, and other events.
- Other duties as assigned.

Requirements:

- At least 2-3 years of professional experience with communications, journalism, social media, public relations, public policy, or a related field, current non-profit or related organizational work.
- B.A. in relevant field or experience, demonstrated skills, and aptitude considered in lieu of education.
- Skilled storyteller with demonstrated experience in content creation.
- Proficiency with web-based design applications, Google Suite, WordPress, and social media platforms including Twitter, Instagram, Threads, Facebook, LinkedIn, and TikTok.
- Proficiency with creating video content for social media and for a website.
- Organized, efficient, reliable and detail-oriented. Able to identify and respond to shifting priorities.
- Demonstrated sensitivity to and knowledge of issues involved with working with diverse populations and organizations.
- Must be a self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines.
- Must complete a California rape crisis center sexual assault victim counselor training upon hire, if not already completed.
- Accept and abide by mission and philosophy of VALOR.
- Availability to travel intermittently within California. Have a car, insurance, and a valid driver's license.

Please submit resume, cover letter, three references, and a portfolio including examples of social media, blogs, videos and writing samples to jobs@valor.us. In your cover letter, please indicate if you would like to work from VALOR's Sacramento or Pasadena office. Starting pay for this position is: \$65,712.

VALOR is an Equal Opportunity Employer

VALOR encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.

VALOR makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, marital status, religion, religious creed (including dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requested or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.