



## Domestic and Sexual Violence Services

PO Box 314 ~ 1119 S. Broadway ~ Red Lodge, MT 59068  
406-446-2296 (Phone) ~ 406-446-1430 (Fax) ~ 406-425-2222 (24-hour Helpline)  
info@dsvsmontana.org ~ www.dsvsmontana.org

### Job Description

**Titles:** Communications & Outreach Coordinator (Primarily Remote Work)  
**Hours:** Part-Time, Exempt, 0.75FTE, average 30 hours per week  
**Supervisors:** Co-Director (Operations)  
**Salary Range:** \$31,200 - \$34,320 (DSVS is a pay-transparent organization)  
**Benefits:** Health Insurance, Paid Time Off, Paid Parental Leave, IRA contribution + more

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At DSVS, our mission is to empower those impacted by violence and foster healthy relationships. We strive for the day when violence is no longer part of our lives. As the **Communications & Outreach Coordinator**, DSVS will rely on your skills and creativity to generate and disseminate information to our supporters and the public that increases awareness of our work. All staff are trained in advocacy skills and provide advocacy support as a part of their position at DSVS. DSVS will further support the professional development of the Communications & Outreach Coordinator with trainings that develop skills at the intersection of communications, equity, and trauma-informed advocacy. This position is primarily a remote-work opportunity, with the exception of in-person staff meetings (usually one meeting about two hours per month), and occasional organizational events.

#### **Duties:**

- Create all regular communication pieces for the organization including gift appeals, e-newsletters, printed newsletters, annual report, op-eds, and advertising
- Design and implement community outreach including media and events
- Lead communications efforts for Domestic Violence Awareness Month (October), and Sexual Assault Awareness Month (April)
- With Education Team, coordinate communications efforts for Teen Dating Violence Awareness Month (February)
- Maintain and update DSVS website and DSVS social media accounts
- Coordinate other outreach strategies outlined in the DSVS Strategic Plan
- Develop thoughtful, trauma-informed outreach materials with those impacted by violence as the intended audience (in 2023 & 2024, the focus will be on sexual assault services)
- Participate in monthly staff meetings and organizational events as appropriate
- Assist Co-Directors in developing robust relationships with media outlets across Carbon and Stillwater Counties, the Yellowstone region, and the state of Montana
- Maintain accurate records of contact information for regularly used media outlets
- Ensure organizational branding style is applied to all digital and print media
- Assist Co-Director (Operations) with donor communications, maintaining accurate donor records, and executing fundraising plan goals that have an outreach component

#### **Required Qualifications:**

- Ability to understand and maintain strict adherence to confidentiality and safety procedures

- Understanding and commitment to the DSVS mission and vision
- Treat all people with dignity and a respectful attitude
- Willingness to learn about DSVS core values and commit to applying them in daily work and relationships (Collaboration, Safety, Equality, Empowerment, Integrity, Connection, & Hope)
- Basic Computer literacy (Microsoft Office)
- Expert written and oral communication skills
- Submit to and pass a criminal records background check (Required annually)
- Previous experience performing marketing and outreach tasks

**Preferred Qualifications:**

- Two years outreach/marketing experience
- Excellent organizational skills, detail-oriented
- Additional computer literacy (social media, Canva, WordPress, InDesign skills)
- Interpersonal Competence (e.g., Active Listening, Empathy, Emotional Intelligence)
- Ability to work independently as well as participate in collaborative decision-making
- Ability to set goals and complete projects in a timely manner
- Prior work experience in a nonprofit environment or in a similar field working with survivors of domestic and sexual violence

**Special Consideration Regarding Housing:** The housing crisis has affected our service area, as in many other areas of the country. If selected, we want to be certain you will have stable housing in our region. Please provide a brief explanation of your housing situation in your cover letter.

**To Apply:** Please send your resume, cover letter, writing or advertising sample (under 3 pages), and contact information for three professional references to Amanda LaPlante, Finance and HR Director, at [alaplante@dsvsmontana.org](mailto:alaplante@dsvsmontana.org). Applications will be accepted until 5:00pm MST March 14, 2023.