



## SAVA Center Job Description

**Position Title:** Media Relations and Communications Coordinator  
**Reports to:** Director of Operations  
**FLSA Status:** Non-Exempt, Part-time (20+ hours/week)

### POSITION SUMMARY:

The Media Relations and Communications Coordinator plays an essential role in increasing SAVA's public visibility and encouraging community members to engage with and contribute to the organization. This position is responsible for assisting the Executive Director in creating and implementing SAVA's overall communications strategy, and coordinating all social media activities for the SAVA Center. This position creates content for all social media platforms and maintains the SAVA Center website.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Media Relations and Communication:

- Regularly updates SAVA's website in partnership with our (external) web development company.
- Seeks avenues for additional marketing and outreach.
- Creates daily social media content in alignment with SAVA's values and mission.
- Monitors news and trends related to sexual violence, including legislation impacting sexual violence and victim services, and shares opportunities for engagement and action with the public.
- Coordinates with the Director of Operations, Executive Director and other staff to maintain communication with supporters.
- Assists with publicity and press releases.
- Assists in creation and revision of printed materials for events and other organizational marketing.

#### Fundraising:

- Participates in organizing donations for Auctions, Events and Fundraisers.
- Works with Director of Operations and Executive Director to coordinate the Annual Soiree.
- Creates and implements online fundraising campaigns throughout the year.
- Works with Executive Director and other staff on event planning and promotion as needed.

#### Administrative:

- Answers phones, greets clients and performs other general office duties as needed.
- Provides administrative support to the Leadership Team as needed.

#### Direct Service:

- Assists with non-therapeutic crisis intervention and advocacy on site, either over the telephone or face-to-face, for rape victims and/or families as appropriate; provides backup coverage for interns when necessary.

#### Other Related Duties:

- Attends staff meetings on a regular basis.
- Attends SAVA-related events as needed.
- Follows established SAVA Center policies and procedures.
- Performs other duties as assigned.

### MINIMUM QUALIFICATIONS:

- Minimum two years professional experience in social media/marketing communications.
- Strong written and verbal communication skills; excellent spelling and grammar.
- Motivated and passionate about SAVA's mission to end sexual violence in Northern Colorado.
- Experience working as part of a team.
- Ability to communicate professionally in a clinical environment.
- Bachelor's Degree or equivalent experience in marketing, advertising, or communications.

### PREFERRED QUALIFICATIONS

- Fluency in speaking and writing in English and Spanish.
- Customer Service or Client Relations experience.
- Knowledge and understanding of sexual assault issues and crisis intervention strategies.
- Web Page Development experience.

**COMPETENCIES:**

*To perform the job successfully, an individual should demonstrate the following competencies.*

**Communication & Interaction:**

- Fluency in speaking and writing English (Bilingual in Spanish preferred).
- Strong interpersonal skills and ability to interact with a diverse group of people.
- Proficiency in Microsoft Office including Word and Publisher.
- Strong written and verbal communication skills; excellent spelling and grammar.

**Organization**

- Highly organized and strong ability to multi-task.
- Ability to gather information and identify appropriate articles to share on social media.

**Diversity**

- Understanding of cultural competence and ability to work with diverse populations.

**Self-Directed**

- Self-motivated team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.

**PHYSICAL DEMANDS:**

- Consistent with a typical office position, not required to lift more than 20 lbs. Position requires sitting at a computer for lengthy periods of time, communicating effectively with walk-in clients, and communicating verbally and in writing with staff and the public.

**ADDITIONAL INFORMATION:**

- This is a part-time position, 20+ hours a week.
- Applicants will be asked to present examples of their work on social media platforms
- Position is located in the Fort Collins office.
- May require occasional evenings and weekends to meet SAVA Center needs.

*SAVA Center is dedicated to the principles of equal employment opportunity. SAVA prohibits unlawful discrimination against applicants on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, gender identity or expression, or any other status protected by applicable state or local law.*

SAVA Center  
4812 South College Avenue, Fort Collins, CO 80525  
921 38th Avenue Court, Greeley, CO 80634  
[www.savacenter.org](http://www.savacenter.org)  
970.472.4204