



Job Title: *Marketing and Communications Director*

Location: *St. Paul, MN or remote*

Salary Range: \$65,000 - 70,000

Marketing and Communications Director Accountabilities & Responsibilities

The Marketing and Communications Director acts as the lead point of contact for external communication and marketing efforts for MIWSAC. This person serves as a storyteller, helping to craft compelling and innovative strategies to share widely about MIWSAC's work while uplifting our partnerships and community connections.

As the Marketing and Communications Director, you are part of the Circle of Support (our leadership team) at MIWSAC, working in collaboration with staff to uphold the values of the organization while ensuring accountability and support for the work.

Your role encompasses a wide range of responsibilities, including:

- Strategic storytelling that encompasses and uplifts MIWSAC's values, work, brand, and herstory
- Oversight of external communications and marketing strategies.
- Development and monitoring of an organizational communications and marketing plan
- Maintaining and updating of content on the MIWSAC website.
- Creating strategic, current, and relevant content for MIWSAC's social media platforms
- Maintaining and growing all MIWSAC contact and supporter lists
- Ensuring standard branding across MIWSAC and all projects
- Creation of an Annual Report
- Participating in meetings with funders and project partners as needed/required
- Providing technical assistance and support for communities and programs seeking to enhance capacity and skills around serving Indigenous survivors of sexual violence
- Working in coordination to help promote organizational fund development, policy, and advocacy efforts

- Providing direct mentorship and support of MIWSAC's Product Development Coordinator(s).

Work Travel Expectations/Requirements

MIWSAC staff are required to travel in order to complete project deliverables and to foster connection with communities and partners in a variety of spaces. We require that staff have the willingness and ability to travel (including possessing a valid driver's license and current insurance), as requested or required, recognizing that each person's individual situation will differ.

In this role, required travel is estimated to make up approximately 10-20% of the total time spent working.

Heartwork - What You Bring

To ensure success within this role, we ask that you also possess:

- Experience working with American Indian/Alaska Native people and communities, and solid understanding of Indigenous issues.
- Passion, experience, or connection to sexual assault advocacy and understanding of the dynamics of oppression and gender based violence.
- Steadfast commitment to collective liberation and uniting in solidarity around MIWSAC's mission and vision.
- Commitment to the Circle, mutual responsibility to one another, and willingness to engage in practices of open communication and self-reflection.
- Familiarity with Google Business tools, Microsoft Office, Zoom, data management systems, and other platforms and programs, with the ability to learn new software and systems.
- Knowledge of or experience collaborating with state and federal projects and funding sources, including reporting and budget management.
- Strong organizational skills that reflect the ability to perform and prioritize tasks with excellent attention to details and deadlines in a fast-paced environment.
- Ability to meet the demands required of the position, which will include working a flexible schedule, set-up and take down of events, transporting resources and materials, and more.
- Commitment to showing up fully and bringing your authentic self to the work.

Minnesota Indian Women's Sexual Assault Coalition

MIWSAC is a state-wide Tribal sexual assault coalition based in Minnesota, working to support advocates and survivors since 2001. Over the last 20 years, our work has expanded to providing training, technical assistance, and support around sexual assault, sex trafficking, and MMIWR work across the country. We provide culturally-led training and support to communities, as well as work towards shifting policy and societal structures. While our work is guided by Indigenous values and indigenizing practices, we also know our work is inextricably linked to other anti-oppression work. MIWSAC centers our work in healing and social justice principles, the voices and needs of survivors and communities, and using our Traditional Ways to best support Indigenous survivors.

Perks and Benefits

In return for work performed, you can expect a supportive environment with a generous benefits package that includes:

- *A starting salary of \$65,000*
- *Hybrid and flexible working options*
- *Employer-sponsored health insurance and HSA for employee and dependents*
- *401K with 5% employer match*
- *Employer sponsored short term disability, long-term disability, and life insurance*
- *Employer-sponsored dental insurance*
- *12 paid holidays, in addition to four annual personal days, three weeks of accrued vacation, and accrued sick time*