



Position Announcement

Communications and Policy Specialist

Job Title: Communications and Policy Specialist

Department: PCAR Communications

Reports To: Communications Director

FLSA Status: Full Time, Exempt

Work Hours: Business Hours

Travel Expectations: Occasional travel

Salary Range: 3- Professional 1 (\$35-39,000)

Position Summary

The PCAR Communications and Policy Specialist assists the Communications Director in promoting the goals and objectives of PCAR through policy, advocacy, public relations, marketing, and the production of publications. The Communications and Policy Specialist helps to develop PCAR's annual report, and contributes to its quarterly newsletter; follows relevant news stories, tracks legislations, prepares talking points, press releases, blogs, and other documents; reviews and edits publications; helps with Sexual Assault Awareness Month (SAAM) and other campaigns.

Essential Duties and Responsibilities

Policy

- Disseminate timely policy updates and alerts to constituents through Blackbaud, Social Media, and other platforms.
- Monitor the progress of sexual violence-related legislation.
- Write, edit and/or publish accessible, web-based materials pertaining to PCAR's legislative agenda and priority bills.
- Write and/or edit talking points and speeches for rallies, press conferences, hearings, and other public policy events.

- Write and/or edit op-eds and press releases to inform public policy agenda.

Publications & Media

- Help proof read written materials including organizational and project newsletters, factsheets, talking points, brochures, curricula, technical assistance bulletins, web content and other products. Work closely with staff in Training/Technical Assistance Department, Development and Policy as well as other parts of the organization.
- Produce content for the PCAR newsletter and annual report and assists with other PCAR publications.
- Develop talking points, press releases, editorials and other resources in response to current events and issues.

Promotion

- Serve as active member of social networking work group including posting relevant materials on Facebook and Twitter.
- Assist with PCAR's marketing materials and public awareness campaigns including for the annual Vision of Hope Gala and Sexual Assault Awareness Month campaign.

General

- Work closely with the National Sexual Violence Resource Center (NSVRC) Communications Department on joint projects, such as conferences and special events.

Supervisory Responsibilities

This job has no supervisory responsibilities

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) in Communications, Journalism, English, Public Relations. Marketing or similar field from a four-year college or university or equivalent experience. This position requires research abilities, a sound understanding of statistics and social science methodology and excellent writing and editing skills. Knowledge of community education, prevention, and/or sexual violence issues helpful.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills. Excellent customer service skills.
4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create an accessible environment.
5. Must have proficiency with the technology necessary for the functions of the position, including: Graphic design skills and expertise with a variety of computer applications including Microsoft Word, Excel and Adobe Creative Suite (including InDesign, Photoshop, Illustrator and/or Dreamweaver). Experience with eLearning software (Articulate) and 508 compliance would be helpful. Social networking, podcasting and photography skills are preferred.
6. Accept and abide by the mission and core values of PCAR.
7. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within first year of employment.
8. Pennsylvania driver's licence and vehicle are not required for this position.

Certificates, Licenses, Registrations

None required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by **November 7, 2019**.

Who We Are

Founded in 1975, The mission of the Pennsylvania Coalition Against Rape is to work to eliminate all forms of sexual violence and to advocate for the rights and needs of victims of sexual assault. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.

- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.
- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention. NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence. NSVRC translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change. NSVRC also works with the media to promote informed reporting.

Equal Employment Opportunity Commission

The Pennsylvania Coalition Against Rape and The National Sexual Violence Resource Center provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.