ORGANIZATIONAL MISSION & VISION

Causa works to improve the lives of Latino/a/x immigrants and their families in Oregon through advocacy, coalition building, leadership development, and civic engagement. Latino/a/x immigrants and their families are the heart of Causa and inspire, implement, and champion our work. Causa envisions a world where all people have the opportunities and resources needed to thrive. We envision a community that welcomes and values the contributions, strengths, and assets of Latino immigrants and their families.

COMMUNICATION’S DIRECTOR OVERVIEW

Causa’s Communications Director is responsible for planning and implementing a strategic communications plan that furthers the organization's mission and vision. The Communications Director leads external communications strategies and activities aimed at Spanish and English media outlets and trains and deploys Causa’s spokespersons to carry our messages to advance our organizational goals. The Communications Director manages media relations and develops contacts with media members, influencers, and community leaders, and assists in the creation of digital, video, audio and print content. The Communications Director is responsible for our internal communications to supporters and community members including email and website content creation, and management of our social media channels in order to sustain and grow our network of supporters. The Communications Director also works closely with the Executive Director and Policy Director to support policy campaigns with input on strategy and the development of relevant communications materials.

POSITION RESPONSIBILITIES

Press

- Develops and implements overall press strategy, tied to Causa’s organizing and policy goals.
- Develops relationships with reporters and other press workers and tracks contacts and transitions within local media.
- Serves as the main point of contact for Causa to all press outlets.
- Manages, requests, and places strategic spokespersons.
- Trains spokespersons and works with the Causa team to identify and recruit them.
- Creates and leads a media plan to increase our engagement and presence in Spanish and English language media outlets.
- Writes and creates press releases, media advisories, and statements to gain media coverage of events, accomplishments, political news, etc.

Social Media & Online Engagement

- Develops and implements plans to grow Causa’s bilingual social media platforms and engage our supporters.
- Develops bilingual content for social media platforms.
● Posts information and news relevant to our followers. Manages email blast calendar, newsletters, writes content for Causa emails, including working with the Development Director to create fundraising campaigns.
● Helps the organizers to create online actions and promote them.
● Assists organizers and other staff with the communications for lobby days, campaigns and online events.

Website
● Manages website content works with consultants to update the design and the content.
● Writes and posts content.

General
● Manages the collection of stories that support or reflect Causa’s advocacy and policy priorities and efforts. This includes developing content, working with staff to identify stories, and generating visibility through social media and press pitches.
● Provides communications support to staff including basic graphic design, one-pagers, power points, talking points, messaging, internal communications training, etc.
● Attends and participates in staff meetings, staff check-in calls, and staff retreats. Attends and participates in Causa’s major events such as Immigrant Action Day, May Day, Causa’s annual gala, and others.
● On campaigns, coalitions, and committees where Causa is leading, leads the communications subcommittees or work groups as capacity allows.
● Timely submits reimbursements, timesheets, and other organizational needs.
● Attends communications meetings with our national partners.

QUALIFICATIONS
● Demonstrated commitment to racial and gender equity and track record of success working with communities of color, women, low-income people, rural communities, LGBTQIA individuals, and other historically marginalized communities.
● Bi-cultural with a strong sense of community.
● Experience working on and leading communications projects.
● The ability to build and maintain trusting and respectful relationships across the political spectrum and in diverse communities.
● Ability to develop allies and work collaboratively in coalitions and navigate internal political dynamics among partner groups.
● Strong time management skills and the ability to manage multiple projects simultaneously in a fast-paced environment with frequently changing demands.
● Team player with demonstrated understanding of how to work collaboratively with colleagues across departments and functions.
● Excellent communication skills, both written and oral
● Strong digital communications skills.
● Ability to lead drafting of press releases, organizational statements, testimonies, and other
communications.
● Other related duties as assigned.
● The ability to work flexible hours.
● Spanish language proficiency both written and verbal is required

Additional Information
Supervisor: Causa Executive Director

Location: Based out of Portland Office (currently a virtual position given COVID-19 guidelines)
Duration: Full time, limited duration dependent on project specific funding
Hours: 1.0 Full-Time Equivalent (40 hours/week), some nights, weekends and state/ national travel may be required.
Compensation: $53,000-$57,000K DOE. Paid sick leave, vacation benefits, and health benefits.

HOW TO APPLY:
Candidates must submit a cover letter and a resume to jenny@causaoregon.org.

Please include the following in the email subject line: Communications Director. The position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER: Causa is an equal opportunity employer and does not discriminate in the selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. Women, people of color, and people with disabilities are encouraged to apply. ADA accommodations will be provided upon request.