

Position Title: Bilingual Communications Manager

Reports to: Communications Director

Location: Oregon (remote work considered)

Salary: \$54,000-\$60,000 annually, DOE

Classification: Full Time; Regular; Exempt; At Will

Mission Statement:

Family Forward is a nonprofit organization working to build political and economic power for mothers and caregivers.

Who We Are:

We are a multiracial group of passionate, feminist, racial justice-minded people who are committed to building structures in our society that will support the work of caregiving. We believe that caring for our children, our parents, and other loved ones is fundamental to our society, and our economy — and the lack of value for the work of caring for others is one of the root causes of large-scale gender and racial inequities.

We started as a grassroots group of impacted mothers and have grown into a leading advocacy organization on gender and economic justice in Oregon. We work for systemic change by: 1) organizing mothers and caregivers into a movement to fight for a more equitable system, 2) shifting cultural attitudes about work and care; 3) advocating for bold public policies like universal child care, paid sick days, paid family and medical leave, a higher minimum wage, equal pay for equal work, and more.

We have been highly successful — winning some of the best new laws and protections in the nation for Oregon’s families. We work intentionally and deeply with a variety of people and partners to advance this work. We also do our best to walk our talk, and build a workplace that truly honors the physical and mental health and family responsibilities of our staff.

About This Role at Family Forward:

Due to the COVID-19 pandemic, this position will be fully remote for now. At some point, we will move into a partly remote/partly in-person work arrangement.

The Communications Manager must be bilingual in English/Spanish. They will be responsible for translating/transcreating all of Family Forward's external communications materials, managing social media content in English and Spanish across multiple channels, and working closely across our teams to support our work with mothers and caregivers across Oregon.

You are right for this role if you are passionate about economic justice for mothers and caregivers, have a sharp eye for graphics and content creation, are committed to ethical and relationship-driven storytelling, and have some experience translating or transcreating materials in English and Spanish

This role is supervised by our Communications Director and will work closely with all our staff teams, including with our Organizing, Political and Fundraising teams; with our Spanish/English interpreter, and with our Action Team leaders.

Family Forward is a feminist organization committed to racial and gender justice. In this role, the Communications Manager will utilize a race and gender justice framework outlined in Family Forward's Communications Principles to create content, messaging, and materials. It is critical that our Communications Manager understands and is able to communicate about systems of oppression.

If you are looking for an opportunity to impact the lives of mothers and caregivers and have experience transcreating / translating materials for a diversity of audiences, we are eager to meet you.

ESSENTIAL DUTIES & RESPONSIBILITIES

Social Media Content Creation & Channel Management

- Create and schedule social media content according to Family Forward guidelines, in English and Spanish across 12+ social media platforms. Current channels include Facebook, Instagram, and Twitter for multiple organizations / coalitions. Family Forward utilizes Buffer for scheduling.
- Engage in bilingual communication and relationship-building on our social media channels and Facebook Groups that supports organizational goals and mission

- Monitor and track all media related to Family Forward and the issues that impact mothers and caregivers and share important news and articles on social media
- Pull and analyze regular reports on audiences, engagement, and trends

Transcreation of Organizational Materials

- Translate / transcreate copy and graphics of existing and drafted external communications materials from English to Spanish, including web pages and graphics, one-pagers, brochures, and other collateral
- Set up EveryAction emails / forms in English and Spanish
- Update websites as needed

REQUIRED SKILLS & ATTRIBUTES

- Commitment to Family Forward's mission and demonstrated experience using a gender, racial, and economic justice message framework.
- Experience with, and preference for, working in a multiracial environment with people of all abilities and backgrounds.
- Excellent verbal and written communications skills in Spanish and English.
- Ability to manage multiple social media channels.
- Ability to use storytelling as a way to introduce issues to broad audiences and when writing e-blasts and other campaign content.
- Excellent time and project management skills and the ability to juggle competing priorities and deadlines in a fast-paced environment.
- Comfortable working independently and also as part of an active team.
- Strong computer skills, including familiarity with Adobe Design Suite, Canva, or similar software; basic proficiency in Google Drive and Microsoft Office Suite.
- Excellent critical thinking and judgment.

ADDITIONAL PREFERRED SKILLS (BUT NOT REQUIRED)

- Experience distilling high-level policy and details about legislative process for a diversity of audiences with varying levels of literacy and political experience
- Basic HTML editing / writing experience and/or experience updating and maintaining Wordpress and Squarespace websites
- Experience optimizing websites and blog posts for SEO
- Basic photo and video editing skills
- Experience with Facebook Ads Manager and other paid digital tools
- Experience with EveryAction or other CRM tools

WAGES AND BENEFITS

This is a full-time position but we are open to a part-time position for the right candidate. The salary range is \$54,000-\$60,000 annually for a 1.0 full time employee.

Family Forward offers an excellent benefits package to employees including a very generous PTO policy that our employees are encouraged to fully utilize, full employee health and dental insurance, access to a retirement savings plan, and a great deal of schedule flexibility.

We are committed to living our values and to supporting our employees in coming to work as full people. We value supporting balance between work and our rich personal lives. We value having an inclusive and family-friendly work environment.

TO APPLY

People who identify as Black, Indigenous and/or people of color, queer, transgender, gender nonconforming people, mothers and other people with caregiving responsibilities, and people with disabilities are strongly encouraged to apply.

We are focused on building a diverse and inclusive workforce. If you're excited about this position but do not meet all of the qualifications listed above, we still encourage you to apply.

Please submit your resume and a cover letter to Katrina Gonzalez Yuen by emailing jobs@familyforward.org with "Bilingual Communications Manager" in the subject line. Your cover letter should speak to your commitment to racial, gender, and economic justice and your relevant experience.

We will begin reviewing applications and making invitations to interview on Monday, May 24, 2021. The final deadline to apply for this position is May 31, 2021.

Family Forward Action is an Equal Opportunity Employer. We do not discriminate on the basis of race, creed, color, national origin, sex, age, sexual orientation or disability.



Be part of the change

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