



## Communications Manager

### **Role Responsibilities:**

Arizona Democracy Resource Center (ADRC) seeks a full-time, temporary Communications Manager to support our programs and coordinate Election Protection AZ communications and messaging. Housed at the ADRC, [Election Protection Arizona](#) is a nonpartisan coalition-run program that works to ensure voters are able to participate in our democracy without barriers like burdensome policies, misinformation, or intimidation.

The Communications Manager is responsible for executing program narratives, ensuring cohesive branding and messaging, and coordinating and implementing communications to support ADRC and Election Protection Arizona. Additional responsibilities include:

- Manage communications plans utilizing social media, email, text, and/or direct mail to engage volunteers and stakeholders, and drive program and organizational narratives.
- Coordinate paid ads for the Voter Assistance Hotlines.
- Work alongside staff and the digital organizing team to edit and produce content for social media accounts and websites as needed.
- Work with program staff, coalitions, and partners to develop messaging and support collective communications as needed.
- Steward the creation of materials including press releases, op-eds, digital content, and merchandise (stickers, volunteer shirts, etc.)
- Serve as a designated point of contact and spokesperson for the press and partners to ensure external messaging is consistent and streamlined.
- Work with the development team to build our email lists and increase community engagement.
- Ensure consistent branding in organizational messaging
- Other duties as assigned

### Preferred Qualifications/Experience:

- 2-3 years of experience coordinating social media and communications;
- Proven track record working collaboratively with colleagues and partners to create consistent messaging;
- Ability to manage many competing priorities, projects, and needs through prioritization, transparency, and proactive communication;

- Experience working with directly impacted individuals and supporting community members
- Familiarity with Arizona is preferred; will need to be present in Arizona to fulfill the role.

To apply, please email a resume and communications plan or project plan that you've used to Mayra at [mayra@azdrc.org](mailto:mayra@azdrc.org). Applications will be reviewed on a rolling basis with priority given to those submitted by the end of the day on Tuesday, September 20th.

The salary for this position is in the \$60-70K range, annualized. This is a full-time, temporary position with 100% employer-sponsored Health, Dental, and Vision coverage, wellness stipend, home office stipend, and flexible time off. This position begins immediately and ends on December 31, 2022.