Position Description

Position Title: Communications Associate, Narrative + Impact
Location: Remote
Reports to: Director of Communications and Storytelling
Status: Full-time, Exempt

Position Summary
Reporting to the Director of Communications and Storytelling and serving as an integral member of the IllumiNative team, the Communications Associate will support the Narrative + Impact team and IllumiNative’s communicating efforts.

This position will support IllumiNative’s communications strategy, content creation, and increase IllumiNative’s presence on communications platforms. They will develop and promote posts for social media, enhance, and protect the organization's brand and mission and ensure efficiency and impact. They assist in the day-to-day posting on IllumiNative’s channels and be an ambassador for the organization.

Organization Summary
IllumiNative is a national, Native woman-led racial and social justice organization. Our mission is to build power for Native peoples by amplifying contemporary Native voices, stories, and issues to advance justice, equity, and self-determination. We utilize research, narrative and culture change strategies, movement-building and digital organizing to dismantle white supremacy and mobilize public support for Native issues. To learn more about our work, visit www.illuminatives.org

Responsibilities and Tasks

- Support the Narrative + Impact team’s internal tracking system to provide updates, timelines, etc. to executive leadership on projects and partnerships.
- Support the communications team by assisting in organizing, scheduling, and coordinating meetings and events, including contacting stakeholders, developing meetings agendas and materials, and maintaining accurate meeting notes and action item lists.
- Handle correspondence and communications with partners.
- Under the direction of the Director of Communications, coordinate monthly reports to track the impact and progress of projects and partnerships.
- Provide input and support on IllumiNative’s large scale campaigns and projects.
- Provide communications support IllumiNative projects across departments when needed.
- Provide support on drafting communications materials like social media posts, op-eds, blog posts, newsletters and external reports.
- Assist in identifying, building, and managing positive relationships with narrative influencers online, including national leaders and celebrities.
- Assist in tracking and monitoring timely news stories and national conversations to ensure IllumiNative is up to date on topics that impact Native communities.
- Support the Assistant Director of Communications in Rapid Response Campaigns by assisting in drafting language, monitoring press, and tracking and evaluating campaigns.
- Other duties as assigned.
Education, Experience, Knowledge, Skills and Ability

- Bachelor’s degree is required.
- Minimum 1 years’ experience in nonprofit, tribal, movement, or related organization.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for IllumiNative’s mission and commitment to building power for Native peoples.
- Ability to work effectively in collaboration with diverse groups of people in a remote setting.
- Experience in taking a hands-on approach in leading a variety of initiatives. A strong candidate should have previous experience developing and operationalizing strategies for a program or project.
- Strong written and verbal communication skills; a good communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to collaborate and communicate with internal as well as external partners and other organizations. A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- An individual who can handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Self-reliant, good problem solver, and results oriented.
- Ability to make decisions in a changing environment and anticipate future needs.

All employees of NVF are required to complete timesheets.

How to Apply

Please send a resume, cover letter, and portfolio with relevant samples of your work to lincoln@illuminatives.org.

Compensation and Benefits

Salary range: $40,000-$60,000

Benefits:

Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

Hiring Statement

IllumiNative is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.