



**Women's Voices for the Earth (WVE)** is seeking an experienced digital media professional who is results-oriented, values-driven, and dedicated to advancing WVE's vision of an inclusive and healthy future for all to serve as our **Digital Communications Manager**. Our ideal candidate is creative, experienced in content creation (graphic design, video creation etc.), detail-oriented, a self-starter, and has a passion for social justice and advocacy work. This position will report to WVE's Communications Director and, as a member of the communications team, will help to advance WVE's mission through a variety of digital practices and engagement and will be an integral contributor to the organization's programmatic, advocacy, and development goals. **This is a fully remote position requiring occasional travel within the US. Applicants located across the United States are welcome to apply. The option to work hybrid or in-office is available to candidates in Denver, Colorado.**

### **Mission & Vision**

WVE drives action towards a future free from the impacts of toxic chemicals rooted in gender justice alongside those historically and presently ignored by the environmental health movement by leveraging an intersectional solidarity approach based on our expertise in research, advocacy and organizing. WVE envisions a world free from the impacts of toxic chemicals -- one where our planet and communities are thriving, and where our gender, race, sexuality, zip code, income level or job does not determine our health outcomes. We envision WVE as a community that is accessible, intersectional and empowering for LGBTQIA+ people, young people, Black people, Indigenous people, Latin@ people, APIDA, refugees, immigrants, people with disabilities, and working-class people. We honor and recognize the intersectionality of these identities. We strive to put solidarity into action as we build this community.

**Salary range:** \$59,000-\$69,000 based on a four-day (32 hour) work week

### **Duties:**

The Digital Communications Manager will be responsible for supporting WVE's digital presence through content creation, social media management, email marketing, and digital analytics / reporting. This role requires experience in social media and digital marketing, as well as a commitment to WVE's mission of environmental, reproductive, and social justice. The ideal candidate will be creative, collaborative, detail-oriented, and eager to connect with diverse audiences to increase WVE's reach and impact.

In collaboration with WVE's Communications Director, the Digital Communications Manager's specific duties include, but are not limited to, the following:

### **Digital Communications:**

- Develop and execute social media content across platforms (e.g., Instagram, Facebook, Twitter/X, LinkedIn, TikTok) to drive engagement and promote WVE's mission and campaigns.
- Produce multimedia content, including graphics, videos, and stories, that aligns with WVE's brand voice and goals.

- Work with WVE's Communications Director to draft blog posts, email newsletters, and other digital content to amplify WVE's message and engage supporters.
- Update WVE's website on an ongoing basis (*i.e.* actions, news, operations and campaigns).
- Tell stories and drive narrative through video production for social media, digital campaigns, the WVE website and other communications channels
- Monitor and respond to messages and comments across social media channels to foster an inclusive and supportive online community.
- Implement engagement strategies to grow followers, encourage interaction, and deepen connections with supporters and partner organizations.
- Collaborate with the Communications, Program, and Development teams to support digital marketing for campaigns, events, and fundraising initiatives.
- Develop content calendars to ensure timely, relevant, and engaging content across digital channels.
- Assist in managing paid social campaigns, including ad creation, targeting, and performance tracking.
- Stay updated on social media trends, tools, and best practices to maintain WVE's competitive edge.

#### **Administrative:**

- Support the management and upkeep of digital communications databases including EveryAction, Bitly, Hootsuite, WordPress, Instagram, YouTube, etc.
- Track and analyze digital metrics (e.g., reach, engagement, click-through rates) to evaluate content performance and inform strategy. Provide regular reports on digital activities, audience growth, and campaign performance.
- Participate in weekly staff meeting, weekly program meetings, two to three in-person retreats per year, and all other organizational meetings as needed to effectively carry out job duties or as directed by supervisor.

#### **A Note on Qualifications to Applicants:**

Part of our commitment to justice, equity, diversity, and inclusion is recognizing that the best candidates may not meet every qualification in a job description due to structural inequities and intersecting forms of oppression. **We strongly encourage candidates with less traditional backgrounds to apply, especially people directly impacted by toxic chemical exposure, BIPOC, trans, and non-binary folks, even if you do not fit the description perfectly.**

#### **Requirements**

##### **Core Skills and Qualifications**

- A commitment to [WVE's Mission, Vision, and Values](#)
- 4+ years of experience in digital media, social media management, or digital marketing, preferably in nonprofit or mission-driven organizations.
- Experience taking the lead on digital campaigns and implementing social media strategies that have proven results.
- Experience tracking digital analytics for websites, social media, E-blasts, and newsletters.
- Ability to translate technical and scientific language for diverse audiences
- Highly experienced in utilizing digital communication and organizing tools such as Hootsuite, Every Action (or related platform), Quorum (or related platform), Canva, Adobe Creative Cloud, Meta Business Suite, professional social media platforms such

as Instagram, Facebook, LinkedIn, YouTube, TikTok, X etc. and the flexibility and interest to learn new ones that will help advance the work of the communications department at WVE.

- Stay in the loop and up to date on growing industry trends and changes in digital media.
- Proven commitment to anti-oppression work, gender justice, and leading in multiracial spaces: experience in working across race and gender, have a strong anti-oppression/power analysis that is rooted in lived experience, and enthusiastic to continue their learning and practice around anti-oppression, liberation, and Justice, Equity, Diversity, and Inclusion (JEDI) work. Must be enthusiastic about working in an environment led by gender-expansive people of color.
- Exceptional communication skills across multiple mediums (written, verbal, email, social, etc.)

### **Additional Skills & Qualifications**

- Experience in digital organizing and campaign-related work.
- Knowledgeable about toxic chemicals and their impact on both the environment and human health
- Experience managing Google analytics and Google AdWords grant accounts
- Commitment to language justice and experience developing culturally and linguistically appropriate communications for audiences from various backgrounds

### **Application Info:**

If the role of Digital Communications Associate feels like the right fit for you, please complete [this application form](#), including **submitting a resume, your portfolio (or samples of past publicly linked work related to this position), and 3 references combined into a single document**.

We will begin reviewing resumes on a rolling basis and begin interviews in mid-November. The interview process will include a practical assignment based on the duties of this position. Candidates asked to complete this phase will be compensated for their time.

### **Benefits:**

WVE offers a competitive salary and benefits package that includes:

- 32-hour work week (Fridays off, with Flex policy when weekend work is needed).
- 100% employer paid health, dental, and vision insurance for full-time employees.
- Monthly home office and phone stipend.
- Retirement match up to 3%.
- Generous paid leave including 3 weeks of PTO, 5 weeks of full office closure, Federal Holidays, and personal/sick leave.
- Professional growth stipend.
- Access to the National Employee Assistance Program that provides short-term counseling services to employees and their families, in addition to wellness programs, legal services, financial planning resources, and more.
- 3 month paid sabbatical after 5 years of employment.

At Women's Voices for the Earth, we believe that a workplace that centers justice, equity, diversity and inclusion makes our work more impactful and innovative. We encourage people from all backgrounds, ages, abilities, and experiences to apply. We are an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or

expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application and interview process, to perform essential job functions, and to receive other benefits and privileges of employment.