



## COMMUNICATIONS ASSISTANT

### Job Posting

#### ABOUT LEEWAY FOUNDATION

The Leeway Foundation supports women, trans\*, and gender non-conforming artists and cultural producers working in communities at the intersection of art, culture, and social change. Through the Foundation's grantmaking and other programs, we promote artistic expression that amplifies the voices of those on the margins, promotes sustainable and healthy communities, and works in the service of movements for economic and social justice. For more information, visit: [www.leeway.org](http://www.leeway.org).

#### Job Description

The Communications Assistant supports the Leeway Foundation's communications, engagement, and visibility strategies, including writing and editing electronic and print communication. The Communications Assistant reports to the Communications Director and works collaboratively with other staff.

#### WHAT YOU'LL DO (CORE RESPONSIBILITIES):

- Coordinate communications administration
  - Weekly communications calendar, project deadlines and templates, pulling and tracking digital and social analytics
- Manage Social Media and Web content
  - Designing, scheduling, and publishing content, coordinating approval by Communications Director, moderate comments, messages and more
- Develop and design content for print and electronic media
  - Annual programmatic poster, post cards, monthly e-news, programmatic e-news as needed, design administration including coordination with printers and more as determined by Communications Director
- Build and develop supportive relationships with the Leeway grantee and artist community
- Serve as a thought partner with Communications Director
- Support the implementation of activities related to building and cultivating community relationships, working with the Program Director and Program Assistant to identify communities where Leeway would like to increase the Foundation's visibility.

## WHO YOU ARE & KEYS TO SUCCESS (REQUIRED SKILLS & EXPERIENCE)

The successful candidate has a minimum of two years' work experience in similar positions, excellent writing and editing skills and is comfortable working on deadline. The position requires an organized, dependable self-starter who can successfully administer a number of tasks and projects, and effectively communicate internally and externally to the Leeway community.

To be successful in this job, you will excel in the following areas:

- **Project management:** stays on top of multiple projects, plans backwards, anticipates obstacles, identifies, and involves stakeholders appropriately, uses resources wisely
- **Writing:** ability to draft e-mail, social, and website content & copy; will work with Communications Director on reports and media/outreach products, and finalizing copy
- **Digital/graphic design:** familiarity and comfort with basics of graphic design and platforms such as Photoshop, Canva, Adobe Cloud and more
- **Web back-end familiarity:** comfort and familiarity with updating, writing, and developing content for websites including experience with maintaining a blog and other like platforms willingness to learn SEO analytics and more
- **Relationship-building:** able to connect with individuals and build alliances. Works well with diverse and expansive people & communities with compassion
- **Social justice & racial equity lens:** recognizes role of race, gender, and other identities in shaping access disparities, is driven proactively learn and acknowledge issues and impact re: race, equity, and identity with compassion
- **Public Speaking:** should be comfortable discussing organization's mission, programs, values and information to groups and individuals, should be comfortable supporting grantee application and information sessions

**If you were here right now you would be:**

- Supporting the post-panel communications tasks such as drafting press releases, identifying media outlets and community partners for outreach, and preparing social media announcements
- Managing Leeway's digital content calendar and support production including social media, monthly e-newsletter, website content & landing pages, and other digitally focused communications

## COVID PROTOCOL

Leeway requires employees to be up to date with their COVID-19 vaccinations, meaning that they have received booster vaccinations, if eligible.

## HOURS

This is a full-time position that will work approximately 40 hours a week. Additional hours may be needed from time to time – especially around application deadlines and panel meetings, which may require occasional weeknight or weekend availability. Any additional time will be mutually discussed and approved.

## LOCATION

The position is based at Leeway's office in Philadelphia with occasional travel throughout our six-county funding region; however, due to the demands of the COVID-19 pandemic, we have been working remotely. We hope to shift to a hybrid work schedule in office/remote, pending health and safety measures related to the pandemic.

## COMPENSATION & BENEFITS

Salary range: \$45,000-50,000. Starting salary will be commensurate with experience. Comprehensive benefits package includes employer-sponsored medical, dental, and vision coverage – as well as generous paid time off, plus holidays, and two organizational breaks each year (summer and winter).

## ANTICIPATED START DATE

**December 2022**

## HOW TO APPLY

Interested candidates should send:

- A 1-page cover letter indicating why they are interested and qualified for the position as well as their interest in art and social change
- A resume
- Names of 3 professional references with contact information

Please submit your materials on or before **Sunday, October 16, 2022, at 11:59pm EST** via e-mail to [jobs@leeway.org](mailto:jobs@leeway.org) with the subject header: Comms Assistant Search.

**No phone calls, please. All applications will be acknowledged.**

## AS YOU CONSIDER APPLYING

Research shows people with experiences and identities that are underrepresented in leadership roles often discount their own qualifications. Leeway Foundation strongly encourages women, BIPOC individuals, returning citizens, LGBTQ+ folks, immigrants, and those with other historically excluded identities to apply. If you feel like you'd be a good fit for this position but are worried that you might not be 100% aligned with every qualification, we encourage you to break that statistic and apply. People rarely ever meet 100% of the qualifications. We look forward to your application.

The Leeway Foundation is committed to the principles of equal opportunity employment at every level without regard to race, color, religion, national origin, sex, marital or familial status, sexual orientation, gender identity characteristics or expression, age, nonjob-related disability, or political affiliation.

*\*Leeway has a commitment to trans inclusion and gender self-determination, and we use the term "trans" in its most inclusive sense, as an umbrella term encompassing: transsexual, transgender, genderqueer, Two-Spirit people, and more generally, anyone whose gender identity or gender expression is non-conforming and/or different from their gender assigned at birth.*