

ICADV Is Searching for a New Team Member: Coordinator of Communications & Special Events

The Indiana Coalition Against Domestic Violence is seeking a full-time Coordinator of Communications & Special Events to support the Coalition's mission to work for the prevention and elimination of domestic violence. ICADV understands that strategic communication is a critical strategy for advancing our work toward equity, economic justice and social justice goals. The position is responsible for leading and managing strategic communications, public relations, and relationships with member and partner organizations, as well as supporting the development team in the planning and implementation of special events for the organization.

The position requires a degree in a related field.

The ideal candidate must be an excellent writer, with experience in targeted community messaging; technology, news, and social media; detail oriented, and have the ability to work under tight deadlines. We seek a candidate proficient in Microsoft Office products (Word, Excel, Powerpoint); Adobe (InDesign, Photoshop, Illustrator); and HTML. Experience with branding consistency across all communications materials and strategic communications planning is required; and experience organizing and messaging special events for an organization is a must.

The salary range is up to \$52,000, and includes a comprehensive benefits package. The position is located in Indianapolis, IN.

ICADV is committed to creating an inclusive team; applicants from historically marginalized communities are strongly encouraged to apply.

Please submit a resume and cover letter to Executive Director Laura Berry at lberry@icadvinc.org.

The deadline for submission is Friday, November 12, 2021.