



SOJOURN Communications Associate Job Description

AGENCY: Southern Jewish Resource Network, Inc. for Gender & Sexual Diversity (SOJOURN)

ABOUT SOJOURN: SOJOURN was founded in 2001 as The Rainbow Center. Supported by the Jewish Federation of Greater Atlanta and Jewish Family & Career Services/Atlanta, it was a central point to promote change and inclusion for LGBTQ+ Jews and people of all faiths throughout metro Atlanta. As the country's social and political attitudes evolved, The Rainbow Center experienced enormous growth.

In 2013, The Rainbow Center became an independent nonprofit, SOJOURN: The Southern Jewish Resource Network for Gender and Sexual Diversity. We think of our work as a "sojourn," a temporary stay, and we are home on the journey to full inclusion.

ORGANIZATIONAL GOALS: SOJOURN is going through a strategic planning process in 2021. Our focus is on impact; to include teen and older adult programming, expanding and deepening our reach across the South, and advocacy to ensure that LGBTQ+ individuals are fully protected in all parts of their lives.

ORGANIZATIONAL VALUES:

GSD Empowerment - We work to empower Gender & Sexually Diverse people and allies to spread SOJOURN's messages of inclusion and implement them in all areas of their lives and in other communities. We aim to remove stumbling blocks placed in front of GSD people, whether legal, spiritual, or communal.

Judaism - We undertake our mission through a Jewish lens, using its values and ethics to guide us in our work. We are inspired by its ideals and the teaching that every person is created *b'tzelem Elohim*, in the image of God.

Affirmation - We work toward full GSD affirmation, inclusion and acceptance - not just tolerance - of GSD people in our communities. GSD people play vital and necessary roles and we both value and celebrate their contributions.

Understanding - We work toward full understanding of gender and sexual diversity. We aim to teach *who* people are rather than *what* people are. We break down labels and barriers and build relationships.

Justice - Our responsibility to our communities does not stop at our own needs. As Jews, we understand that we, too, were once strangers in a strange land and we are called to advocate toward full legal equality for all.

Life-long learning - We value and understand the role education has in our daily lives, and the safety it can create. Learning calls us to be active listeners, open-minded and better prepared to enter our world as we hold and facilitate challenging conversations.

Sacredness of Life - Judaism teaches that every life is sacred, and if a person saves one life, it is as if they have saved the whole world. We dedicate ourselves to suicide prevention in children, teens, and adults. Our hope is that people may be able to not just endure life but savor it.

Universality- We undertake our mission through a universal lens too, recognizing many our core values resonate in many traditions. We seek to build bridges and connect each other through compassion and liberation.

Partnership - We recognize that we can only achieve our goals through partnership with local, regional, and national organizations and communities. We enthusiastically partner with any agency of any faith or beliefs that already affirms - or wishes to undertake the process of affirming - GSD people.

POSITION TITLE: Communications Associate

DUTIES: Under the supervision of the ED, the Communications Associate assists with activities such as management of SOJOURN's social media platforms with an emphasis on community development; development of the organization's monthly newsletter, maintain SOJOURN's website to effectively communicate the mission, vision, and impact of SOJOURN resulting in increased support, awareness, and program participation; effectively gather and communicate program details to increase participation and support, management of the organization's database management, and provide monthly marketing and communications analytics.

RESPONSIBILITIES:

- Manage and maintain communication platforms (Currently Instagram and Facebook) through Later.com (social media), MailChimp (newsletter), WordPress (Website).
- Collaborate with other SOJOURN team members.
- Elevate SOJOURN's vision through thought leadership articles, user-generated and partner content through SOJOURN's social media platforms.
- Communicate and maintain relationships with community partners to include collaborative programming.
- Update website and community calendars with current information.
- Find and work with diverse voices to contribute blog posts.
- Effectively communicate SOJOURN programs based on audience and platform.
- Gather relevant resources, events, and programming to distribute through a monthly electronic newsletter and as needed.
- Assist with organizing all files (hard copies and electronic files) to be accessed by appropriate users. All documents should be backed up in the cloud.
- Assist with drafting donor correspondence and for special events.
- Meet with supervisor weekly to confer on projects and progress.
- Assist in the development of communications timelines, content, and strategy with team members.
- Manage and maintain the Little Green Light Donor Management database.
- Other duties as assigned.

REQUIREMENTS:

- A Bachelor's degree preferred.
- Three years of related experience preferred.
- Commitment to the mission of the organization and advocate on behalf of the population served.
- Exceptional oral and written skills.
- Strong analytical skills and the ability to synthesize information quickly and effectively.
- Proven familiarity with Canva or other related graphic design software

- Outstanding computer skills.
- Capacity for flexibility and creativity.
- Self-motivated with a willingness to take initiative.
- Demonstrated organizational skills, with attention to detail.
- Contingent on a clear background check.

LOCATION:

SOJOURN's main office is in Atlanta, GA. However, this position can be fulfilled remotely. Meetings with colleagues and constituents of SOJOURN require phone and video meetings.

COMPENSATION:

- Wage is competitive and commensurate with experience, \$22 - \$25/hour (based on 15 hours/week).
- This role will begin as a contractor but may develop into an employee.
- Jewish and Federal Holidays off.
- SOJOURN is not able to offer health insurance or retirement.
- The initial contract is for six months.

TARGETED START DATE: May 2021

TO APPLY, SEND COVER LETTER AND RESUME BY 5/10/2021 TO: info@sojourngsd.org

Cover letters should address the following questions and be no longer than a single page:

- What appeals to you about driving communications for SOJOURN?
- Describe the most complex challenge you've conquered in your life.
- What was the challenge and what made it complex? How did you overcome it? What support did you receive?

SOJOURN is an equal opportunity employer.

*www.sojourngsd.org
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