



Join our Team

Communications Manager

Who We Are

[Next Up and Next Up Action Fund](#) amplifies the voices of diverse young people to achieve a more just and equitable Oregon.

We create lasting change through youth leadership development and organizing, issue advocacy, and civic engagement. Ultimately, our work is rooted in the belief that by investing in young people's collective power, we are able to build towards a liberated and just future. We're Next Up, and we want you to join us!

We're Hiring a Communications Manager

Next Up is seeking a full-time Communications Manager to develop and execute a robust communication strategy alongside leadership that supports programmatic and development efforts at Next Up and Next Up Action Fund. This position reports directly to and works closely with the Executive Director.

The ideal candidate is someone who can balance big-picture strategic vision with individual marketing and communication channels. You'll excel in this role if you have a knack for visual design, collaboration, project management, writing and storytelling, and a commitment to racial, gender, and economic justice.

Responsibilities

The Communications Manager will be responsible for leading the organization's communications work, key responsibilities of this position include:

Digital Communications

- Regularly update content and curate pages on Next Up & Next Up Action Fund website.
- Manage all Next Up social media accounts including drafting a content calendar, creating and/or curating content, scheduling posts, and reporting on analytics.
- Manage Next Up's e-newsletters by drafting content, designing in Every Action, scheduling, and reporting on analytics.
- Create visual assets for digital communications work such as graphics and infographics that reach a broad audience.
- Add capacity to community organizing by drafting and editing speeches, testimonies, LTEs; and preparing community leaders for interviews.

Organizational Communications

- Support Next Up's overall communications strategy in line with our mission, vision, values, and culture.
- Support communications work around Next Up's programs, issue advocacy campaigns, and events.
- Lead on branding work, including design tasks.
- Participate in coalition and colleague messaging research, absorb that research, and apply/share with the field.
- Coordinating with coalition partners around major communications events and/or efforts.

Communications Capacity Building Support

- Manage 2+, part-time and seasonal Storytelling Interns
- Create social media toolkits for coalition partners and partner organizations to use in issue advocacy and other communications outreach efforts.
- Incorporate communications strategies into digital organizing plans.

General Support

- Engage in organizational decision making and planning processes.
- Attend board meetings and board committees as assigned.

Key Qualifications & Experience

- **Experience with visual design & communication strategy:**
 - Three or more years of work experience in communications and/or ability to demonstrate mid-level expertise in communications, design, and content strategy.
 - Keenly aware of the power of language and representation: Uses references and examples that speak to the experiences of a diverse audience, particularly young Black, Indigenous, and youth of color in Oregon.
- **Familiarity with a broad range of digital platforms and tools including WordPress, social media enterprise channels, canva, and email communications platforms:**
 - You're online and passionate about the ways that Next Up can reach young people through social media.
 - You know the importance of segmentation and strategy when sending emails.
- **Demonstrated ability to conceptualize, write, and edit compelling content.**

- You love to write and are confident in your skills.
- You can easily navigate between writing bite-sized copy for social posts and long-form content like press releases.
- You have a feedback mindset and are willing to ask for support and feedback on design and written content.
- **Actively Anti-Racist:**
 - Experience organizing colleagues, organizations, and/or movements while centering racial justice. You consistently integrate your deep understanding of key racial equity concepts into work projects and interactions by addressing structural implications and disproportionate impacts of policies, activities, and decisions on race, class and other group identities within the context of job responsibilities and projects.
 - You recognize how your own identities show up in the work and welcome, reflect on, and act on feedback while continuously learning about race, ability, and other lines of difference.

Logistics and Application Instructions

Salary: \$57,887. Our compensation philosophy and policy includes annual salary increases.

We provide a benefits package, including:

- Fully covered medical, vision, and dental insurance
- Employer retirement contributions (401k retirement matching) after 1 year
- Work laptop
- Flexible work from home policy
- Professional and personal development funds
- Monthly cell phone and work from home stipends
- Paid family and medical leave
- 4.5 day work week
- Generous paid time off, with additional office closures in December and in the Spring

Duration: Full-time, permanent position with occasional evening work required. A start date of January 9th.

Location: Portland, Oregon. Hybrid (both virtual and in-person work required), our office is located in SE Portland, and occasional travel throughout Oregon will be required.

Covid- 19: We are requiring all team members to be vaccinated for COVID-19 unless a team member has requested and received a health/disability or religious

accommodation. For in-person meetings - applicants must follow all in person covid protocols outlined by the organization (such as masking, and regular covid-19 testing).

Deadline: Applications will be considered on a rolling basis through **November 27th, 2022**

How to Apply

Please send a cover letter and resume to hire@nextuporegon.org and in the subject line put **Communications Manager**. Those missing a resume or cover letter will not be considered.

Together with your resume, please send a 1-page cover letter that includes your responses to the following questions:

1. How do you relate to Next Up's mission (found on our [website](#))?
2. What interests you most about this position?
3. How would your skills and experiences (personal and professional) translate into success in this position?

Next Up is an equal opportunity employer. We do not discriminate based upon race, religion, color, national origin, disability, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, or other applicable legally protected characteristics.

We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers, and encourages applications from candidates with any of the lived experiences mentioned above. If you're excited about this position we hope you apply – no one ever meets 100% of the qualifications.