



Survivors of Torture, International (SURVIVORS)  
Job Posting  
**Community Relations Coordinator**

Reports to: Operations Manager  
Effective Date: March 2021

Location: San Diego, CA  
FLSA Status: Full-time, exempt

**General Purpose of the Job:** Provides project, office, and administrative coordination for SURVIVORS in relation to all aspects of community relations, communications, development, and public affairs.

**Essential Duties and Responsibilities:** (The examples of functions are not necessarily exhaustive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.) This position will require remote work, in-office work, in-the field work, or a combination thereof.

- Write, graphic design and edit newsletters, e-newsletters, annual reports, blogs, presentation materials and other agency publications
- Support Benevon team in achieving key metrics including, management of volunteer ambassadors, annual fundraising event coordination, and special events
- Develop optimization strategies that increase search engine results rankings (SEO)
- Update content and website links for maximum optimization and search engine rankings (WordPress)
- Support donor database (Raiser's Edge) data entry, management, and correspondence
- Coordinate outreach at community events and schedule speaking engagements for key staff and volunteers
- Handle bulk mailings for newsletters, annual reports, and special promotions
- Review upcoming events, research reports, newspapers, social media, and specialized journals for possible leads to outreach events, feature stories, and social media campaigns
- Develop social media strategy and manage campaigns (Facebook, Instagram, Twitter, LinkedIn, YouTube)
- Edit and format videos and photos for social media, website, and additional external communications
- Oversee use of logo and language that relates to SURVIVORS' mission, programs and achievements
- Assist with the supervision of interns and volunteers, as needed
- Apply sensitivity to confidential nature of personal and financial information of clients, donors and volunteers
- Perform other duties as assigned

**Minimum Qualifications:**

- Bachelor's degree required; preferably but not limited to communications, public relations, media studies, or marketing related field
- Experience in marketing and communications desirable
- Experience in Search Engine Optimization (SEO) and Google Analytics desirable
- Experience with Raiser's Edge software desirable
- Experience with Microsoft Office Suite and Adobe Creative Suite, WordPress, Canva, Illustrator and InDesign desirable
- Excellent interpersonal, verbal communication and active listening skills; demonstrated ability to communicate effectively with individuals at all levels
- Excellent writing and editing skills
- Excellent organizational and time management skills; ability to prioritize workload, maintain attention to detail, and handle a variety of responsibilities simultaneously
- Ability to work independently in an fast-paced environment
- Strong collaborative spirit and ethics to match organizational culture
- Must have reliable car, valid California driver's license and adequate auto insurance
- Strong commitment to human rights work and a passion for the mission of Survivors of Torture, International

**Compensation:** Competitive salary and benefits offered.

**Application procedures:** To be considered for this position, please send a detailed cover letter, resume and salary requirements as a Word document or PDF file to confidential email: [hiring@notorture.org](mailto:hiring@notorture.org). Please include "Community Relations Coordinator" in the subject line. No phone calls please.

*SURVIVORS prohibits discrimination against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns or volunteers based on any legally-recognized basis, including, but not limited to, their actual or perceived race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, immigration status or any other consideration protected by federal, state or local law.*