



JOB ANNOUNCEMENT: Manager, Communications & Partnerships

The Communications and Partnership Manager will be a key part of the team responsible for driving Sikh Family Center's work forward. This position will provide cross-functional support to the entire Sikh Family Center team. In particular, they will be responsible for strengthening Sikh Family Center's internal and external engagement, strategic messaging, and growth strategies. The team member in this position is an effective storyteller and communicator, as well as a strong writer, editor, and project manager.

LOCATION:

Remote with occasional required travel

COMPENSATION:

Full-time (35-40 hours). The anticipated annual salary range is \$55,000 - \$70,000. The pay rate will be determined in part by years of experience related to essential duties and responsibilities. Health benefits and generous vacation and sick leave are included.

Note: Interested and qualified and have concerns/questions about the hours and/or Title? Email us!

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Absorb relevant information and collaborate with Sikh Family Center staff and the Executive Board to devise and execute key aspects of communication strategies.
- Create messaging aligned with organizational voice and tone, tailored to audience and context.
- Prepare communications, such as publicity, newsletters, social media posts, memos, emails, and other correspondence, including mass communications.
- Write and edit documents, social media posts, and publications.



- Experience identifying grant opportunities and writing proposals is highly desirable.
- Create and manage a system to support necessary communication tasks.
- Work in close collaboration with other team members to compile and prepare necessary reports, ensuring accuracy and timeliness.
- Direct the activities of external contractors such as graphic designers and videographers.
- Coordinate and manage training and technical assistance to our partner agencies.
- Identify outreach opportunities to increase awareness and impact of programs and services and build strategies to advance and sustain partnerships.
- Guide organization efforts on emerging issues and improve communication between Sikh Family Center and external partners.
- Participate in collaborative meetings, community organizing, and advocacy on a needs basis.

KEY SKILLS

- A shared passion for Sikh Family Center's vision, mission, and Sikh culture-grounded guiding principles.
- Nonprofit communications and/or marketing experience.
- Exceptionally detail-oriented; excellent organizational and time management skills, with the ability to accomplish multiple projects with little supervision.
- Exceptional project management skills.
- Excellent communication skills, including writing, editing, and speaking.
- Creative, flexible with follow-through, and knowledge of various communications tools and processes.
- Strong problem-solving skills and the ability to come up with creative solutions.
- Ability to synthesize complex information into easily-understood communications.
- Experience with WordPress or related website platforms.



- Ability to create effective messaging on major social media platforms
- Experience with email marketing service(s) (MailChimp, etc.).
- Awareness of/interest in developing an understanding of gender-based violence, crisis advocacy, and trauma-centered intervention skills.
- Flexibility in scheduling some (evening and weekend hours, as required).

MINIMUM QUALIFICATIONS

Language Skills:

Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of diverse backgrounds. Ability to adjust language register to suit audiences of different English proficiency, systems knowledge, and age. Fluency in Punjabi is highly preferred.

Computer Skills:

To perform this job successfully, an individual should have knowledge of and ability to perform using Internet software (Chrome, Safari), Google Suite (Gmail, Google Calendar, Docs, etc.), eSignature tools (Adobe Acrobat, DocuSign), and remote collaboration tools (Zoom, Dropbox, etc.).

Physical and Physiological Requirements:

This position engages in work that requires considerable time spent sitting/standing at a desk and phone, looking at a screen, using a computer and keyboard, phone, and/or video conferencing. This position will require car and/or airplane travel out-of-state a few times a year. The work of the organization includes frequent information-sharing and discussion not just about healing and support but also about abuse, trauma, violence, and systemic oppression. Must be comfortable engaging in conversation about these topics with others. Must be able to discuss these topics in a way that supports trust-building, effective communication, and teamwork.



ABOUT SIKH FAMILY CENTER

Sikh Family Center is a national nonprofit organization in the U.S. that promotes community well-being with a particular focus on gender justice. We provide trauma-centered resources for victim-survivors of violence while working to change the social and cultural conditions that allow gendered violence to occur in the first place. Our training, outreach, and advocacy are grounded in cultural tradition, grassroots power, and intergenerational healing.

Learn more about Sikh Family Center: <https://sikhfamilycenter.org/>

DIRECT REPORT

Mallika Kaur, Executive Director

HOW TO APPLY

Interested applicants must send a cover letter, references, and CV to contact@sikhfamilycenter.org.

Sikh Family Center is an equal opportunity employer.

In striving for equity, Sikh Family Center actively opposes discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, gender expression, neurotypicality, formal education, immigration status, age, national origin (ancestry), caste, disability, marital status, or sexual orientation.