

## Position Opening – Communications Specialist

**Full-Time Salaried - FLSA Exempt**

**Pay: \$47,000 to \$50,000 based on experience**

**\*Benefit package includes:**

- Generous PTO accrual  
(20 hours/month, increases after year two)
- 10 paid holidays/year
- DAIS pays 80% of health & dental insurance premiums  
(Low out of pocket costs with coverage effective 1st of month after start date)
- Vision insurance
- Flexible Spending Account
- Life & Accidental Death Insurance
- Short-term & Long-term Disability plans
- Employee Assistance Program  
(free legal, financial & work-life services)
- 401(k) plan with employer match
- Investments in Professional Development & Training
- Flexible work environment

If you have strong public relations skills and the ability and desire to craft messaging and materials to reach broad audiences in support and advancement of issues relating to domestic violence, this may be the perfect role for you. DAIS is seeking a multi-talented communications professional to join our Development and Communications Team. Our Communications Specialist raises awareness about our mission and our work in the community, is highly collaborative, and is able to share our story across various media formats, including print, digital, social media and video.

**About DAIS:**

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope.

**Primary Duties:**

- Develops timelines, strategies & content for all media channels
- Manages contact database and segment distribution lists with targeted messaging
- Pitches stories, prepares official responses to domestic violence incidents, drafts and disseminates news releases and alerts
- Develops compelling donor stewardship materials and communications
- Supports efforts to advance a culture of philanthropy throughout the organization and assists in the cultivation and stewardship of donors through customized correspondence

**Qualifications:**

If you're passionate about what you could accomplish here, and you meet the minimum requirements of the position, we'd love to hear from you. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity. DAIS is an equal opportunity/affirmative action employer.

**Required:**

- Minimum of 3 years of communications or public relations experience
- Experience writing for various audiences, managing social media platforms, and advancing strategic communication plans.
- Proficiency in Microsoft Office and experience using Adobe Creative Suite, WordPress, and Google Analytics
- Possess a valid driver's license, proof of vehicle insurance, and have access to a vehicle during work hours

**Preferred:**

- Bachelor's degree in strategic communications, public relations, or communications is preferred although relevant work experience may be considered in lieu of a degree
- Experience creating and formatting print materials

**How to apply:**

- **Submit the following 3 things:**
  - ✓ Cover letter – tell us a little about yourself
  - ✓ Resume – tell us what you've done in the past
  - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- Incomplete applications will NOT be considered.
- Applications will be accepted until the position is filled.
- Complete applications may be submitted:
  - Via email as an attachment to: [daisemployment@abuseintervention.org](mailto:daisemployment@abuseintervention.org)
  - Via our website: <https://abuseintervention.org/jobs/>
  - Via fax or US Mail (address & fax number available on website)