



**Inclusive
Development
International**

Position Announcement: Communications Associate

Start Date: As soon as possible
Location: Asheville, NC or remote in the U.S.
Application deadline: January 6, 2023 (or until filled)
Compensation: \$48,000 - \$56,000

About Inclusive Development International

Inclusive Development International works to advance social, economic and environmental justice by supporting communities around the world to defend their human rights and resources in the face of harmful corporate activities. Learn more at: <https://www.inclusivedevelopment.net>

About the Position

The Communications Associate will work with Inclusive Development International's Communications Director to raise the profile of the organization and enhance the impact of our work through strategic communications and public engagement.

Key responsibilities will include:

- 1) Strategy and planning:
 - a. Contributing to Inclusive Development International's communications strategy and workplan
 - b. Maintaining the organization's editorial and content calendars
- 2) News and social media monitoring: Monitoring news coverage and social media channels for discussions relevant to our work.
- 3) Support for news media engagement:
 - a. Maintaining press lists and managing distribution of press releases and related materials
 - b. Helping draft news media engagement strategies and related materials

- 4) Digital media and public engagement/fundraising:
 - a. With oversight from the Communications Director, managing Inclusive Development International's social media channels (including Twitter, LinkedIn and Facebook)
 - b. Working with the Communications Director to capitalize on and create opportunities to produce digital actions that advance campaign objectives and expand our support base
 - c. Managing Inclusive Development International's donor database and email program, including helping draft content for and distribute regular email updates to supporters
- 5) Website maintenance:
 - a. Implementing routine content updates on Inclusive Development International's website, including our online newsroom
 - b. Coordinating with contractors and freelancers as needed to ensure ongoing site maintenance
- 6) Project management and web support for the #StopESGreenwashing campaign:
 - a. Managing workflows related to the development and maintenance of a new website dedicated to Inclusive Development International's #StopESGreenwashing campaign
 - b. Coordinating with Inclusive Development International colleagues and campaign partners to keep site content updated
 - c. Identifying and helping leverage opportunities to publicize the site, which could include drafting content for social media and/or a campaign-focused newsletter
- 7) Graphic design: Designing (in collaboration with freelancers) graphics for events, newsletters, web pages and social media
- 8) Publications: Working with the Communications Director to manage production and distribution of key publications, including the organization's China Global newsletter

Qualifications

The ideal candidate will have the following qualifications:

- Communications or media experience (paid or unpaid)
- Demonstrated interest in the field of human rights, social or environmental justice movements and/or corporate accountability

- Strong writing skills and the ability to communicate complex topics in a clear and accessible manner
- Familiarity with social media channels and strategy
- Some knowledge of WordPress or similar Content Management System
- Cross-cultural understanding and comfort working in a global organization that seeks to reach audiences in multiple countries and cultures
- Intellectual curiosity and the ability to pay close attention to detail

Schedule

Typical working hours, though flexible, will be 9 am - 5 pm ET Monday-Friday.

Compensation and Benefits

Inclusive Development International offers a salary range of \$48,000 - \$56,000 for this role and a generous benefits package, including paid time off, medical insurance, annual contribution to a retirement fund, and paid parental leave.

Application Process

Interested candidates will be required to submit the following in PDF format:

- Resume
- Brief cover letter explaining your qualifications for this position and elaborating on your experience conducting similar responsibilities
- Two writing samples

Should your application be short-listed, we will be in touch to schedule an interview with you and may request further written materials.

Inclusive Development International is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, age, gender, sexual orientation, disability or class.

We value diversity on our team and believe that a more diverse team is a more effective team. Inclusive Development International strongly encourages people of color, Indigenous people, LGBTQ+ individuals, people with disabilities, adults of all ages, and all qualified persons to apply for our open options.