



**POSITION ANNOUNCEMENT**  
**Senior Manager of Communications**

**Location:** Remote

**Salary and Benefits:** This is a part-time position with an annual salary of **\$50,000-\$60,00,000** depending on experience. We offer a pro-rated benefits package to regular part-time staff including: fully paid medical employee only coverage, 401k and Roth with 5% employer match, basic life insurance, and 4 weeks of paid vacation, 12 days of paid sick leave, 14 paid holidays, and 4 floating holidays. There are funds for office setup and a monthly stipend to cover phone, internet, and home office.

**POSITION SUMMARY**

The Senior Manager of Communications leads the development and execution of a cohesive communications strategy that strengthens Just Solutions' visibility, credibility, and impact. This role shapes the organization's narrative, voice, and messaging across all platforms, ensuring clarity, consistency, and alignment with our equity-centered mission.

Working closely with executive leadership and partners, the Senior Manager tracks trends, builds media relationships, and identifies opportunities to elevate our work. They guide communications planning across email, web, social media, and press, ensuring all channels work together to effectively share our research, campaigns, and educational resources.

A strong writer and editor, the Senior Manager produces and oversees key content—including newsletters, social posts, press materials, messaging toolkits, and campaign communications—while managing an integrated content calendar and providing editorial direction to the Senior Digital Strategist. The role also supports ongoing web maintenance and provides regular reporting on communications performance.

Overall, this position ensures Just Solutions communicates with impact, coherence, and purpose, advancing our role as a trusted leader in climate justice.

## **JOB RESPONSIBILITIES**

The **Senior Manager of Communications** holds the following key responsibilities

### **Communications Strategy**

- Work closely with executive management to develop a comprehensive, foundational communication strategy and plan to increase visibility, advocacy, and community engagement, as well as awareness of Just Solutions among current and potential supporters/partners nationwide.
- Develop and maintain a cohesive organizational narrative, guiding tone, and messaging across platforms to strengthen visibility, trust, and impact.
- Lead in the development of new relationships with journalists, bloggers, and other media influencers. Track story coverage and messaging, and strategize on how to build relationships to shape and include our work.
- Tracks trends and opportunities in the field and consistently contributes to the refinement of Just Solutions' strategic goals and objectives.
- Keep abreast of the communications priorities, work, and needs of our partner organizations to facilitate coordination, alignment, and capacity-building opportunities.

### **Communications Management & Branding**

- Develop Just Solutions messaging architecture, talking points, and messaging for distinct internal and external audiences, ensuring consistency of brand position and value.
- Appropriately and adequately ensure all engagement strategies and platforms work in concert with one another, and that we are maximizing our ability to communicate our work, research, and educational opportunities.
- Proactively improve the overall strategy of how we are leveraging our website, website content, website features, and social media work so it fosters the effective education of our partners and supporters.
- Drive email performance by growing and segmenting lists, A/B testing messages, optimizing our website, and communication pathways

### **Content Production**

- Contribute to the planning of communications tactics and write copy for the Just Solutions newsletter, social media posts, and other media to keep members, partners, and funders informed.
- Lead in content planning, development, and copy editing for all written communications; including bi-monthly newsletters, article announcements, educational programming, podcast updates, and press releases
- Offer editorial oversight and feedback on social content, supporting the Senior Digital Strategist in producing high-quality, mission-aligned posts

- Develop comprehensive messaging toolkits for publications and campaigns, including talking points, key messages, and framing guidance that inform social media and all external communications.
- Refine and manage our integrated content calendar across email, web, social, press, and events to ensure efficient work processes and a consistent, accessible brand voice
- Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted and updated regularly.

#### **Administrative and Internal**

- Attend routine staff meetings and other meetings as needed.
- Provide monthly reporting on key metrics.

#### **REQUIRED SKILLS AND COMPETENCIES**

- Typically has 6+ years of relevant experience
- Demonstrated professional experience in community organizing, coalitions and/or educational engagement.
- Experience working on environmental or climate justice issues, with a sophisticated level of understanding of the issues, landscape and language.
- Expertise in branding, messaging and a variety of communications tactics; a background in journalism, public relations, communications studies or agency experience is preferred.
- Outstanding oral and written communications skills that demonstrate an ability to:
  - Convey a compelling story about the Just Solutions mission and impact;
  - Translate complex, layered issues into persuasive narratives
  - Communicate the Just Solutions strategies, with accessible expertise, that are required to gain positive public attention.
- Social media savvy with deep understanding of how to integrate social into comprehensive communications and movement building strategies.
- Ability to work effectively in a collaborative context, both internally and externally.

#### **PREFERRED**

- Understanding of policies that intersect with the movement for climate justice.
- Experience working in highly diverse teams and organizations.
- Experience working in the non-profit sector either as a paid employee or a volunteer.
- Passion for Just Solutions' purpose and commitment to racial, social, and environmental justice.

*NOTE: This job description is inclusive of, but not limited to, the job duties, responsibilities, qualifications, or requirements contained herein. Additional duties and responsibilities may be required as deemed necessary by our Executive Director and/or Advisory Board members.*

## **COMMITMENT TO DIVERSITY**

Just Solutions Collective is a fiscally sponsored program of Community Initiatives, a 501c3 nonprofit organization. Community Initiatives is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance.

Just Solutions Collective centers the work and lived-experience of diverse communities and reflects that commitment in our workplace. Our team works directly with diverse professionals, community leaders, and non-profit organizations all focused on solving the climate and racial justice crises. Black, Indigenous, People of Color (BIPOC) and others from underrepresented groups, especially people with direct experience working within our partner communities, are encouraged to apply.

## **TO APPLY**

Please submit a current resume, a cover letter outlining your interest in the position and capacity to do the job, and one brief original writing sample. The cover letter can be addressed to Aiko Schaefer, Executive Director, and applications sent via email to [hello@justsolutionscollective.org](mailto:hello@justsolutionscollective.org). The position will remain open until filled, qualified candidates will be invited to interview on a rolling basis.