



COMMUNICATIONS ASSOCIATE

Overview

Equimundo: Center for Masculinities and Social Justice, an international non-governmental organization working to advance gender equality, promote healthy masculinity, and prevent gender-based violence, seeks a full-time Communications Associate. This position is based in D.C. (with a hybrid work-from-home/office model) and reports to the Communications Officer.

About Equimundo

Equimundo is a global leader in advancing gender equality and preventing violence by engaging men and boys in partnership with women and girls, and individuals of all gender identities. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is critical to achieving gender equality. Equimundo generates high-quality, impactful research and sparks critical dialogue through our global campaigns to advance gender equality, healthy masculinity, and violence prevention. Since 2011, our initiatives – in collaboration with partners in more than 69 countries - have reached nearly 10 million people through programs and training, campaigns, and community engagement and over 2 billion potential viewers through media, resulting in broader awareness around gender equality and violence prevention, as well as changes in attitudes and behaviors related to intimate partner violence; sexual and reproductive health and rights; and domestic work and caregiving, among others. For more information, visit www.equimundo.org.

Job Responsibilities

We are looking for a detail-oriented professional with a talent for graphic design, copywriting, social media, and project management to join a dynamic and growing communications team. The primary responsibilities are the following:

- Social media content management:
 - Support the development of social media copy and content, coordinating across departments and within the communications team
 - Manage digital channels for Equimundo and its campaigns, including posting content, responding to and forwarding messages, creating content in collaboration with the rest of the Communications team
 - Support the management of the social media calendar
 - Track social media metrics using Hootsuite or similar tracking tools
- Website maintenance and management

- Update the organization’s website content on WordPress, including blog posts, reports, and programs
- Graphic design:
 - Support organizational graphic design needs, primarily social media graphics
 - Basic photo, video, and audio editing
 - Design slide decks for external presentations
- Email marketing platform management
 - Collect copy and assets for email campaigns
 - Manage and update email groups and segments
- General communications support
 - Support the creation of new communications products (blogs, newsletters, podcasts, short format videos, etc.)
 - Support the creation of communications/social media toolkits to support events, advocacy initiatives, and external affairs
 - Tracking editorial calendar and processes with appropriate points of contact from across the organization
 - Coordinate with vendors to print reports and materials for conferences, meetings, etc.
 - Update the media contact database

Qualifications for Consideration

- Undergraduate degree (concentration in communications, graphic design, journalism, or related field preferred) or equivalent work experience of 3 years in a professional setting.
- Skilled in graphic design (Adobe Creative Suite, Canva), web content management for WordPress-based sites, and English writing, editing, and proofreading.
- Proactive and self-motivated, excellent attention to detail, and can multitask and prioritize tasks.
- Pick up on Equimundo’s institutional voice and create communications assets for our audience.
- Passionate about Equimundo’s mission and goals.
- Deeply committed to diversity, equity, and inclusion. Kind to oneself and others.
- Eager to learn, grow, and contribute.
- Knowledge of gender, masculinities, international development, or social justice issues.
- Second language skills (Spanish preferred, French or Portuguese also useful).

Compensation:

Equimundo offers competitive and fair salary ranges in Washington, D.C., not-for-profit, and related sectors. This position ranges between \$60,000 and \$70,000, depending on years of experience and academic qualifications. The position includes fully paid health insurance for yourself, four weeks of vacation leave plus the last week of December, federal holidays, and an employer contribution of 8% of your annual salary towards retirement.

Start Date

The proposed starting date is April 1, 2025.

To Apply

To apply, please send the following documents as **one single PDF file** labeled FirstName_LastName_CommsAssociate no later than **February 28, 2025**, to jobs@equimundo.org:

1. Cover letter
2. Resume
3. Writing Sample (1-2 pages)
4. Link to graphic design portfolio or 3-5 images of your work (JPG, PNG, or PDF) (optional)

In addition:

- Please write “Communications Associate” as the subject heading.
- Indicate if you are legally authorized to work in the United States.

Only shortlisted candidates will be contacted.

Equal Employment Opportunity Statement

Equimundo is committed to creating and maintaining a diverse and inclusive working space for all employees and providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.

We are an equal opportunity employer, and we strongly encourage Black, Indigenous, people of color, women, people with previous felony convictions, members of the LGBTQIA+ community, and people from other underrepresented backgrounds to apply.