

## RCLLC: Communications Associate Job Description

**Title:** Communications Associate

**Employment Type:** Part-time, contract

**Location:** Remote, preferably in the Southwest region of the US

**Compensation and benefits:** 6-month contract role budgeted at 20 hours/week, \$2,560 per month (the equivalent of \$32/hr), we will also provide a tools/app budget and coaching as needed from an experienced communicator.

**Application due date:** October 1st, 2021

**Estimated start date:** November 1st, 2021

### **About Roanhorse Consulting, LLC**

Roanhorse Consulting, LLC (RCLLC) approaches all of our work through our core values, and we center the historical, social, political context and knowledge of indigenous people and people of color in all of our research and evaluation efforts. We believe the community knows what works best for them, and so we partner with the community to create frameworks and processes that honors their wisdom and knowledge in identifying appropriate and meaningful data. RCLLC recognizes that this inherently creates an equitable space for those who are most impacted and ultimately benefit.

RCLLC utilizes both western and indigenous knowledge-based evaluation theories, frameworks, processes, and tools. Given this dual knowledge, RCLLC works in partnership with communities to identify and facilitate a meaningful approach that builds in both approaches, where appropriate. We employ these learnings and world views to all of our work focused on access to capital and capital design.

### **About the role**

As a Communications Associate for Roanhorse Consulting, this role will focus on developing internal communication systems and creating external consistent messaging and content that aligns with RCLLC's vision and values across multiple channels, including website, email, press releases, op/ed, and guest blog placements, brown papers, and social media.

### **Responsibilities**

Reports to Manager/Director/CSuite

- Research, write and edit engaging content including, but not limited to: press releases, email copy, social media, website content, blog posts, guest blog posts, and op/eds for placement and submission to other sites.
- Schedule, publish and distribute content to our website (WordPress), social media, and email platforms.
- Work within an established content strategy and editorial structure to consistent content with our brand voice, style, and tone.
- Repurposing and lightly editing our research and evaluations reporting work to share it on our site, email newsletter, and with partners
- Communicate with key partners to encourage sharing content on their platforms and vice versa.
- Create content for social media and email highlighting data and stories from owned and partner projects, including [NM Native-Led Orgs Map](#) and [Coop Capital](#).

### **Core competencies**

- 2+ years experience as a writer. Ideally, you will have at least one year of experience creating content for marketing and communications for a social enterprise or social justice-focused organization; this is not a hard requirement, but you must be prepared to generate content for multiple channels.
- Interested in clear communications and structuring internal workflow. We're looking for someone who can communicate clearly and well. We do not expect expert-level proficiency, but you need to constantly improve your communications, as this is something we are doing.
- Ideally, you will also have good experience with content management systems like WordPress and collaboration tools (we use Slack, Google Drive, and Notion currently).
- Good relational skills (including with people from a diverse range of backgrounds) and ability to work collaboratively as part of a team. Personable and able to influence others whilst maintaining supportive, collegial relationships
- Experience working within a team and ability to build strong relationships with staff, management, and stakeholders.

- Lived experience is critical. Additionally, someone who has worked in/around Indigenous and Native communities or other overlooked peoples. There are many structures built to disenfranchise Indigenous and overlooked entrepreneurs, leaders, and ideas, and as we do the work of repairing and connecting these folks and their communities, it is critically important for this role to have empathy with the people we serve.

### **Additional resources provided**

We will cover your tools/apps, Google Drive, Otter.ai, and Calendly. If you need additional apps/tools, we will work with you to provide needed tools.

### **Pay rate and structure**

This is a 6-month contract role budgeted at 20 hours/week, \$2,560 per month (the equivalent of \$32/hr), with the potential to move to a full-time position in 2022. This will be assessed at the end of the 6-month contracting period. This position will be open until filled.

You will need to be available for some video/and or audio meetings, but flexible working hours are something we are open to discussing with candidates.

### **Location**

All work is entirely remote; candidates from Southwestern U.S. with lived experience in/around Native communities and with business owners or working as an entrepreneur would be ideal but this is not a requirement.

### **To Apply**

Please submit the application materials noted below to [RCLLC: Communications Associate](#) by October 1st, 2021. If you have any issues uploading your documents, please contact [Stacey@roanhorseconsulting](mailto:Stacey@roanhorseconsulting) to help you out.

1. A letter of interest OR recorded video (no longer than 3-4 minutes) outlining how your lived and professional experience aligns with the Communications Associate role description. Please include a mention of your vision and approach to content creation and community building that centers on economic and social justice.
2. A recent curriculum vitae (CV)/resume
3. A list of three references, including their names, email addresses, and roles/position.

The references should be:

- A manager/leader that you reported to
- Someone you worked with directly
- An additional reference of your choice

*Note: We understand that many job descriptions require perfection in candidates. That's not us, if you have a majority of the skills/experience needed and are a quick learner, and believe you can learn the rest, we'd like to hear from you. Our interest is to work with aligned candidates who work well with the team and the content, additional skills we can co-build upon together.*