



POSITION DESCRIPTION: Communications Manager
Hybrid (in-person time required)
Location: Preferred Seattle, WA

Lavender Rights Project (LRP) is a Black trans service organization with a grassroots legal department, established in 2016, based out of Seattle, Washington. We are proud to offer quality, affirming, and accessible community programming and legal services centered in values of social justice for Black trans and queer folks. We recognize people at the intersections of their LGBTQI+ identity encountering barriers of anti-blackness, xenophobia, racism, ableism, low-income, class status, and experiences with incarceration.

The Communications Manager manages LRP communication strategies, including but not limited to: website, social media, informational materials, marketing materials, and community outreach. This position also ensures LRP branding is consistent in look and tone throughout all aspects of the organization and services with regard to all areas of marketing and communications. They are responsible for developing messaging and public perception that align with LRP's values, mission, and vision. The right candidate will be acutely aware of current and historical issues and viewpoints to center the needs of Black, disabled, and QTPOC individuals. This position reports to the Director of Development.

Responsibilities

- Manage daily digital media presence, including coordinating with consultants and monitoring and responding to community conversations
- Establish consistent language regarding services and outreach initiatives
- Works with staff to create content, blog posts, and other forms of public communication from LRP
- Maintains LRP website
- Coordinate SEO and other back-end functions that maximize our reach
- Serves as the gatekeeper ensuring that all materials, content, and other communications adhere to LRP's brand identity
- Supports the development of editorial, guest columnist, and other opinion pieces
- Supports the development of digital media content for LRP platforms
- Serves as the point person for consultants developing multimedia content
- Coordinates participation of programs, clients, and community, as appropriate
- Other relevant duties as assigned by the supervisor



Preferred Qualifications: Has lived, volunteer, or work experience with QTBIPOC and TLGBQ2SIA communities. Has well-rounded communications and/or marketing experience.

Required Qualifications: 3 years of experience in communications and/or marketing roles for a nonprofit. Education or experience, or a combination related to this position. Can work occasional evenings and weekends.

Skills: Current WA state driver's license, required insurance, and vehicle for local travel (preferred). Can learn or has experience with current design, digital, and related apps (Loomly, Canva, etc.)

Pay Rate & Fringe Benefits

Annual salary:

The salary range for this position is Grade 29: \$78,687-\$121,964

The hiring range for this position is: \$78,000 - \$81,000

We offer generous fringe benefits: Healthcare coverages - medical plans, with employer contributions at about 100% of HMO premium costs and low-cost PPO options; employer-paid dental and vision; flexible spending account; 401(k) retirement; Employee Assistance Program, optional voluntary insurances; self-determined paid time off for vacation or sick; holidays.

This position is full-time (35 hours/week) - Monday-Fridays, with occasional additional/flexible hours or schedule, as may arise for business or client needs. This is a flexible position, and we prefer the candidate to live within 30 miles of Seattle, WA and to work in our Seattle office 3 times a week, be available for events, and appear in-person on weekends and occasional holidays, as required.

We are open to considering candidates who live outside of the Seattle area based on their experience and willingness to travel to Seattle, WA quarterly and as needed to fulfill the responsibilities of this position.

TO APPLY

Please include your resume and cover letter, along with contact information of two work references. Send to: [recruiting \(at\) lavenderrightsproject.org](mailto:recruiting@lavenderrightsproject.org).

Black, Trans, Nonbinary, TLGBQ2SIA persons are highly encouraged to apply.



Lavender Rights Project provides equal employment opportunities to all applicants without regard to race; religion; creed; color; national origin, including accents/ESL speakers; sex; marital status; sexual orientation; gender identity or expression; age; tribal affiliation; disability (whether confirmed, perceived, diagnosed or self-diagnosed); use of service animal; blood-borne pathogen status; union membership; military or veteran status; previous gender identities, names, and gender markers; genetic information; pregnancy; chest/breast feeding status; immigration status; political ideology; use of public benefits; hair type as defined by the CROWN Act and RCW 49.60; housing status; criminal background and history; or any such intersections.