The Georgia Muslim Voter Project (GAMVP) is a non-partisan, non-profit (501c3) organization created to increase political participation among Muslim Americans and educate our communities about the importance of voting. The mission of GAMVP is to educate Muslims in Georgia to register to vote, show up to the polls, and increase voter turnout in elections through voter education, registration drives, and grassroots organizing. We believe that in order to cultivate lifelong voters, we truly need to engage voters in every local, state, and national election. We envision an active, engaged American Muslim voting bloc, capable of upholding the equitable rights of American Muslims.

GAMVP seeks a Communications Coordinator to develop and implement communications strategies that broaden GAMVP’s reach and strengthen our ability to win major systemic changes in Georgia to benefit Muslim Americans and our allies. The Digital Communications Coordinator will develop and implement messaging that reflects the voice of the organization and communities it serves. This role requires sharp skills and the ability to synthesize GAMVP’s work and priority areas in a compelling, cohesive manner as the organization grows. The Digital Communications Coordinator will work closely with our Executive Director and organizing team.

A creative self-starter willing to co-create with others on a team. You should be able to juggle different crafts like design, storytelling, social media, website, newsletters and messaging in your everyday work. You are also approachable and can engage beyond the organization space and into community spaces. We like to think that you are a problem solver on all things look, feel and sound but also on how we engage with the community on complex issues impacting Muslim communities in Georgia and the rest of the country. You have to be passionate about power-building with Muslim communities. And lastly, you are the ultimate team player who can support others on your staff beyond just your communications role.

Responsibilities

- Lead and co-create print and digital materials, including but not limited to campaign literature, voter guides, reports, paid ads, social media, newsletters and website.
- Develop and design GAMVP’s earned and paid media strategies in ethnic and mainstream presses. Should be proficient in writing media advisories, press releases, and organizing press conferences.
- Create and implement narrative and messaging strategies that engage the community in meaningful and tangible ways.
- Manage social media channels with a goal of growing a base of engaged supporters and action takers.
- Manage and maintain an editorial calendar that includes newsletter, Twitter, Facebook, and Instagram. Should have experience in digital organizing and digital base building.
- Coordinate and train across GAMVP’s staff and partners in joint communications and digital campaigns.
- Represent GAMVP publicly and effectively and engage diverse audiences regarding the organization’s work and mission.
- Design and maintain a communications dashboard for reporting metrics that will evaluate impact.
- Provide logistical and administrative support for organization-wide projects and events.

Required Qualifications

- Excellent verbal and written skills.
- Experience with grassroots organizing.
- Experience developing and moving projects forward with independence and autonomy.
- Strong interpersonal communications skills.
- Strong skills in managing and implementing social media content, website updates, and email systems like EveryAction and MailChimp.
Preferred: deep understanding of the experiences and histories of Muslim American communities, especially in Georgia.
A strong sense of project management and the ability to drive projects from creation to completion.

Position Type and Salary

Communications Coordinator is a full-time, exempt, permanent position based in Atlanta, GA. Applications will be accepted on a rolling basis until the position is filled. The salary range for this position is $45,000-$50,000 with paid vacation and holiday, stipend for health, dental, vision, and paid parental leave.

To Apply

Send a cover letter and resume careers@gamvp.org and include “GAMVP Communications Coordinator” in the subject line.

The GAMVP is an equal opportunity employer and prohibits discrimination and harassment of any type. We afford equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability, or veteran status. All are encouraged to apply.