



**Job Title: Director of Communications and Administration**

**Organization: ONE Wake (Raleigh Affiliate of the Industrial Areas Foundation)**

**Location: Raleigh, NC (Hybrid)**

**Hours: Full Time**

**Salary/Benefits: \$50-\$60,000, plus benefits**

**Reports To: Lead Organizer**

### **About the Organization**

ONE Wake is a non-partisan, multi-racial, multi-issue group of religious congregations, associations, and other non-profits in the Wake County area with membership totaling in excess of 50,000 households. We are an affiliate of the Industrial Areas Foundation (IAF), a national network of broad-based community organizations that bring together congregations, labor unions, and civic groups to build power and drive change on issues such as affordable housing, education, and public health.

### **Position Overview**

The Communications/Admin Coordinator will support storytelling and outreach efforts that amplify community voices and highlight ongoing organizing campaigns. This role is ideal for someone interested in social justice, civic engagement, and grassroots organizing. As the main support for the Lead Organizer and Strategy Team, you will help coordinate meetings and events and carry out the communications strategy, translating community-based work into compelling content that informs, mobilizes, and builds relationships.

### **Key Responsibilities**

#### **Communication**

- Assist in writing and editing content for newsletters, website, community updates, and campaign materials
- Support social media efforts by drafting posts, capturing event highlights, and engaging with local audiences
- Coordinate leaders to attend community meetings, actions, and events to document stories and key moments
- Help maintain contact lists and support outreach to partner organizations and stakeholders
- Maintain website updates and digital communications
- Draft member-facing emails and programs for caucus events, assemblies, and training registrations
- Write blog post recaps of meetings, assemblies, and organizational milestones
- Create and update one-page flyers, fact sheets, and impact summaries
- Track engagement metrics and suggest ways to strengthen outreach

## **Administration**

- Coordinate logistics for monthly caucus meetings (first Tuesday of the month); attendance is a plus
- Coordinate logistics for assemblies featuring elected officials
- Manage candidate communication, including delivering proposals in advance and scheduling pre-assembly meetings with leadership
- Manage RSVPs, reminders, and member communications leading up to events
- Handle day-of logistics: registration/check-in, food orders, QR codes and paper sign-ups, and venue coordination with member institutions
- Support the internal assembly for ratifying summer/fall plans
- Manage existing grants for compliance and reporting
- Manage donor database and communications with individual donors

## **Qualifications**

- Strong writing and listening skills, with the ability to communicate clearly and respectfully across diverse communities
- Interest in community organizing, social justice, or nonprofit work
- Comfortable attending and engaging in community events and meetings
- Organized, reliable, and able to manage multiple tasks, including facilitating meeting set ups, catering orders and directing volunteer support

## **Preferred Skills**

- Experience with social media platforms (Instagram, Facebook, LinkedIn)
- Familiarity with tools like Canva or basic design platforms
- Familiarity with website and database tools (NationBuilder, Wordpress)
- Self-motivated and collaborative; able to support lead organizer and Strategy Team
- Willing to work behind the scenes, coordinating volunteers
- Interest in storytelling that centers lived experience and community voice