



**NATIONAL COUNCIL FOR
OCCUPATIONAL SAFETY AND HEALTH**
CONSEJO NACIONAL DE SALUD Y SEGURIDAD OCUACIONAL



JOB ANNOUNCEMENT

Communications Coordinator

Bilingual Spanish/English

The National Council for Occupational Safety and Health (National COSH) is seeking a bilingual (Spanish and English) Communications Coordinator to contribute to its mission of ensuring safe, healthy working conditions for all workers. National COSH engages and impacts workers in communities across the country through a network of 25 state and local coalitions and a broader network of health and safety labor, community and health activists and professionals. Together we work to build the power of workers to ensure their right to earn their living free from dangers, harassment and abuse.

ABOUT THE POSITION: The Communications Coordinator (CC) will coordinate communications efforts in English and Spanish including social media, promotion of events, media relations, and support the organization to maintain the highest quality communication practices. The CC will play a key role in amplifying critical stories of workers and the work of COSH across the country, promoting awareness, action and engagement. The CC will emphasize the inclusion of voices and messages of workers of color.

DUTIES & RESPONSIBILITIES:

- **Communications Strategy/Coordination:** Develop a communications strategy consistent with program goals. Strengthen communications systems, including a calendar. Convene and coordinate the Communications Team.
- **Content Creation:** In collaboration with the Communications Consultant, develop content that reflects the organization's overall vision and goals, including social media posts, media statements, op eds, and newsletter/eblast articles.
- **Media Relations** Foster relationships with the press, maximizing COSH's visibility to a wide range of journalists; monitor English and Spanish media for news related to National COSH and workplace health and safety; respond to media inquiries, schedule interviews, prepare talking points (in collaboration with the Communications Consultant).
- **Build Local COSH Communications Capacity** Work with COSH groups to identify needs and opportunities to boost their communications capacity. Promote opportunities to capture stories about COSH work across the country for dissemination locally and nationally.
- **Amplify worker voices** Identify opportunities to elevate workers' stories for media, advocacy, organizing, and policy opportunities; identify and proactively secure opportunities for workers to tell their stories in the media and on online content platforms; coach storytellers to prepare them for interviews, videos, op-eds, blogs posts, etc.

QUALIFICATIONS:

The successful candidate will bring many of the following qualifications and attributes:

- Experience working in BIPOC working class communities and a deep appreciation of BIPOC culture, history, and direct action. Experience with union or other worker activism is also helpful.
- Fluency in Spanish and English required.
- Authentic passion for a worker health and safety rights mission.
- Exceptional written communication skills across a variety of disciplines (social media, e-blasts, press releases, etc.).
- Experience with graphic design and graphic design software, including Canva. Ability to create graphic designs and infographics and make changes in e-blasts, on the website, and for social posts.
- Experience with social media platforms.
- Demonstrated ability to generate and leverage earned media coverage through developing relationships with journalists, developing media strategies and successfully pitching stories.
- Excellent organizational and time management skills with strong attention to detail; Experience in a nonprofit and/or labor organization is a plus.
- Deadline oriented and able to manage multiple priorities.

SALARY AND BENEFITS:

Salary \$57,000 - \$62,000 based on experience; Benefits package includes medical/dental insurance, 5% contribution towards retirement, paid vacation and holidays.

This is a full-time position and reports to the Co-executive Director. Location is flexible.

National COSH is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives, styles, and experiences.

TO APPLY: By July 16, email cover letter, 1 or 2 samples of *your* best writing, graphic piece or other related work, and resume to jobs@nationalcosh.org and add “***Communications Coordinator***” in the subject line. No phone calls, please. Applicants who meet the minimum qualifications will receive a response.