



Position Title:	Communications Coordinator
Reports To:	Development Director
Department:	Development
Status:	NON-EXEMPT – HOURLY
Schedule:	40 hours per week, Monday – Friday during regular business hours; specific schedule will be agreed upon with your supervisor. Hours to be completed on-site at Raphael House’s confidential location.
Salary Range:	\$26.77 - \$29.72 per hour, depending on experience (above \$27.95 per hour reserved for those who exceed Qualification criteria for position); additional \$.50 per hour offered if bilingual in English and Spanish. <i>Hiring wage is determined using a standardized process that considers employment and lived experience, applicable knowledge and skills, training, and education. Staff are paid twice monthly.</i>
Benefits:	Raphael House offers a wide range of benefits to full-time staff including 100% employer-paid health, dental, vision, long-term disability, and life insurance; FSA (Flexible Spending Account) with \$500 annual Employer contribution; generous time off (with first year accrual totaling up to 30 days); retirement plan contribution match of 3%; an Employee Assistance Program with robust supportive resources; and extensive professional development opportunities.



Position Summary:

Under the supervision of the Development Director, the Communications Coordinator helps to develop and distribute compelling external communications that intimately connect our supporters, partners, and the community with Raphael House's mission and work. This position collaborates closely with the development team and other departments to produce campaigns, materials, and messaging that convey the story of our organization. This position supports our fundraising, community engagement, and advocacy goals. As the Raphael House message honors hope, resiliency, and empowerment, the Communications Coordinator will help ensure that all communications reflect our [core values](#), and respect the autonomy and confidentiality of survivors.

This position is represented by ILWU Local 5, and we are currently bargaining a first contract.

Application deadline:

Open until filled; start date in January 2027

Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. Cover letter, resume, completed Raphael House employment application form, and at least two (2) writing sample attachments OR page with links to your work must all be received in order to be considered. There is also no such thing as the perfect candidate, so please apply even if you don't meet all the requirements. Just use your application materials to share the transferrable skills, experiences, and qualities you bring to the table!

About Raphael House:

Since 1977, Raphael House of Portland has helped survivors of domestic violence and their families find the safety, hope, and independence they deserve. We proudly provide family-centered, culturally responsive, and gender-inclusive services to a diverse community of more than 2,000 survivors annually. Our confidential emergency shelter is open and staffed year-round, 24 hours a day and our myriad wraparound programs continue supporting families every step of the way as they go on to build



safe futures free from abuse. We couple these direct services with a Prevention Education program that teaches thousands of teens each year about equitable relationships and consent—with the goal of stopping domestic violence before it starts. Approximately 35% of Raphael House’s \$5.7M budget comes from the generous contributions of individuals, foundations, and corporate partners.

You’ll love working with us because:

- Our employees have voted Raphael House one of the 100 Best Nonprofits to Work for in Oregon 7 times! In 2021 and 2023, we placed in the top 15th amongst medium-sized agencies. We were also named one of the best Green Workplaces in 2019, 2021, and 2024.
- [Diversity, equity, inclusion, and accessibility are a priority here.](#) We’re committed to the ongoing work of sustaining an environment where everyone at Raphael House – staff, volunteers, and survivors – feels safe, empowered, and can thrive.
- We are always learning and changing. Your ideas on how to make Raphael House a better place for survivors and staff really matter. Plus, we offer lots of ongoing training opportunities and each employee has an annual training stipend.
- We value self-care and taking breaks. In addition to generous paid time-off, we have a Wellness Committee dedicated to supporting staff, and so much more.
- We are a family- and community-centered organization and prioritize supporting staff with work life balance. We also have a culture of gratitude, where your hard work is appreciated!
- You receive gift cards to celebrate both your birthday and work anniversary each year.
- You get to take part in life-changing and life-saving work and help create a world without violence!

Essential responsibilities:

Overarching expectations:

- *Uphold agency values in messaging:* Helps ensure that all communications reflect and uphold our core values, and respect the autonomy, empowerment, and confidentiality of



survivors. Utilizes equity lens when developing and to assess all agency messaging, materials, etc.

- *Brand consistency:* Supports with consistent, exemplary, and accurate representation of Raphael House in all external agency communications. This includes developing, formatting, and editing materials, reports, presentations, spreadsheets, and other related documents from across the agency, as needed.
- *Fundraising and strategic communications:* Works collaboratively with the development team and other departments to develop campaigns, materials, and messaging that support and achieve Raphael House's fundraising, community engagement, and advocacy goals.

Essential duties and tasks:

- *Writing and content development:* Helps to develop and nurture clear, engaging multi-channel communications that reflect Raphael House's voice and values. Creates compelling content, including fundraising materials, in form of direct mail appeals, website, digital communications, newsletters, annual reports, event collateral and scripts, media releases, educational materials, etc.
- *Digital communications:* Collaborates across multiple platforms to foster and strategically grow Raphael House's online presence. Develops written, visual, and video content for social media (Instagram, LinkedIn, Facebook), eblasts (ConstantContact), and website. Manages well-planned editorial calendar to maintain regular, consistent communications. Writes, collects, and creates content, including timely responses to relevant issues. Engages existing and new followers, and identifies opportunities to increase reach. Tracks performance, reports on analytics, and utilizes this info to inform strategy.
- *Website:* Oversees maintenance of the Raphael House website, ensuring content is current and consistent – with special consideration for relevance and accessibility to various audiences (e.g. survivors, donors, and community members). Tracks and reports on analytics, and monitors software updates, certificates, and security to ensure performance.



- *Storytelling*: Solicits and edits stories from staff, board, volunteers, participants, donors, and community partners.
- *Vendor management*: Works with graphic designers and print vendors to produce brand-aligned and impactful creative content. Secures quotes for projects, monitors progress, and ensures deadlines are met.
- *Content management*: Gathers, creates, and oversees content, photos, video, stories, and other assets for communications.
- *Budget*: Monitors and reports on communications, print, graphic design, and web maintenance budget.
- *Media*: Supports with coordinating media requests and cultivating media relationships. Drafts talking points, media releases, and other materials as needed.
- *Funder acknowledgement*: Ensures accuracy of donor credits and logos in development and communications materials, and secures funder approval.
- *Best practices*: Stays informed of communications (social media, website, fundraising appeals, etc.) best practices, trends, and emerging platforms.
- The use of artificial intelligence-based content-generation is not permitted at this time; this may be reviewed and updated in the future.
- Participates in weekly Development team meetings and monthly All Staff meetings.
- Supports the development team with special events and projects, as needed.
- Other duties as assigned.

Supervisory Responsibilities: N/A

What we ask of all candidates:

- A passion for Raphael House of Portland's mission and values. You want to build a future free from violence and oppression!
- An understanding of – and/or desire to learn more about – the root causes of domestic and sexual violence, and how injustices intersect based on race, gender identity, sexual orientation, and ability.



- The desire and ability to promote an anti-racist, inclusive, and culturally diverse and responsive environment.
- The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable and trauma-informed practices.
- Ability to maintain the confidentiality of our location and survivors.
- Shared commitment to practicing [community-centric fundraising principles](#).
- Excellent interpersonal, verbal and written communication, and organizational skills.
- Ability to stay organized and to meet deadlines, overcome challenges, and improve overall processes.
- Ability to work independently and collaboratively with others, including with team members, staff, volunteers, board members, donors, and community partners.
- Ability to maintain a calm and positive demeanor under stress.
- Legal authorization to work in the United States.

Qualifications:

- Minimum 3-4 years of experience in strategic communications, including content creation and social media engagement/management, with proven record of success, preferably at a non-profit organization.
- Minimum 1-2 years of experience with fundraising, and with developing successful digital and direct mail campaigns for fundraising initiatives, events, and donor acquisition efforts.
- Fluency with Microsoft business and Adobe applications, Wordpress, e-mail marketing programs, and social media platforms – including Instagram, LinkedIn, and Facebook – and ability to learn new technology as needed.
- Graphic design skills and experience with Adobe Creative strongly preferred.
- Ability to communicate effectively and using a trauma-informed, survivor-centered lens regarding domestic and sexual violence, trafficking, and intersecting social-justice issues.



- Exemplary writing, editing, and proofreading skills. Demonstrated ability to adapt messaging and writing style for different audiences and communications channels.
- Comfortable with a collaborative writing and editing process.
- Outstanding organizational skills, ability to maintain attention to detail while managing multiple projects simultaneously.
- Excellent interpersonal skills, positive attitude, and ability to work well independently and as part of a team.
- Lived experience as a survivor of interpersonal violence and/or trafficking highly valued.
- Bilingual/bicultural highly preferred. *Additional \$.50 per hour offered for bilingual English-Spanish speakers.*
- Completion of 40-hour domestic and sexual violence advocacy training, or equivalent to be approved by the Executive Director OR expectation that training will be completed within first six months of employment (provided internally).
- Ability to read, write, and understand English.
- Current valid ID (driver's license or state ID).
- Ability to commute throughout the Portland metro area and beyond to fulfill job responsibilities.
- Willingness to work a flexible schedule, including some evenings and weekends.

Work Environment:

This position will work in a traditional but fast-paced setting. Candidate must be able to sit for long periods of time, and work under deadlines and stress-inducing conditions. Must be able to move throughout our building, partner agency locations, and other sites. A domestic violence agency environment can potentially shift from stable to highly-charged and all employees must remain flexible, calm, and creative.

To apply:

Please submit a cover letter, resume, completed employment application form (found on our website at the link below), and at least two (2) writing sample attachments OR page with links to your written work to Amanda Ives, Development Director, at



aives@raphaelhouse.com or mail to 4110 SE Hawthorne Blvd.
#503 Portland, OR 97214. **Open until filled; start date in
January 2027.** *No phone calls please, except to request a
reasonable accommodation for a disability at (503) 243-5128.*

Download our employment application form from our website at
<https://raphaelhouse.com/employment-opportunities/>.

*Cover letter, resume, writing sample(s), and completed Raphael
House employment application form must all be received in order
to be considered. If any of the application materials are missing
or incomplete, your submission will not be considered.*

Raphael House of Portland is an Equal Opportunity Employer

Did you notice our font is large? This is done for accessibility
purposes; it is recommended to use at least 14pt font size.

