



OurPath

Your partner isn't straight? You're not alone.

Job Description

Communications Team

Communications Manager

Estimated Time Commitment: Approximately 4-6 hours per week

Position Hierarchy: Persons in this position report directly to the Communications Director and ultimately to the Executive Director.

Position Requirements: Ability to write and converse in English. Ability to meet virtually via Zoom (account will be provided for you), ability to use email and social media platforms. Ability to write and edit articles.

Organization Purpose: All volunteers support the purpose and mission of the organization. OurPath's primary purpose is to provide peer-to-peer support for and healthy healing to people impacted by the discovery that their partner is LGBT+. We also aim to educate the public about the plight and needs of straight partners.

OurPath's three-prong **Mission** is:

- **REACHING OUT** to increase visibility of Straight Partners and accessibility to support.
- **HEALING** and empowering Straight Partners and Partners of Trans People to cope constructively.
- **BUILDING BRIDGES** between spouses, within families, and with the larger community through support, education, and advocacy.

Position Summary:

The Communications Team provides information to Straight Partners and to the general public about the organization, and about the plight of Straight Partners / Partners of Trans People. This includes blog posts, podcasts, research, newsletters, fundraising campaigns, news articles, press releases, etc.

Detailed Description:

- Admin and Moderate OurPath public FB page; review comments and re-direct conversation when necessary. Remove inflammatory posts and block posters when necessary.
- Answer instant messages sent to the org via its public FB page. Coordinates with other teams inside org as necessary to resolve any issues that might extend to their purvey.
- Review comments on the org's blog posts prior to releasing them for posting.
- Admin on all of OurPath's FB Groups. Approves the addition or deletion of new Moderators in each group.
- Works with Online Groups Manager to vet and train new group Moderators.
- Post org-wide FB posts in groups that Social Media Manager does not have access to (such as women's groups, etc.)
- Coordinate with Executive Director and Public Relations Manager to create and send press releases from the org.
- Write all public-facing fundraising communications (until Fundraising Director position filled):
 - Email blasts; upcoming fundraisers, progress reports, public thank-you's
 - Website headers (home page, fundraising page, Open Forum, podcast page, Libsyn)
- Write and schedule email blasts as directed by the Executive Director.
- Send out monthly Board Meeting Recap to Volunteer Force.
- Oversees:
 - Editor
 - Graphics Designer