



Now accepting applications for

Communications Coordinator

Location: Valiant Hearts Headquarters- Colleyville, TX

Status: Part-Time contract-to-hire

Compensation & Benefits: Inquiries welcome. Please email careers@valianthearts.org

Organization Summary:

Valiant Hearts is on a mission to ignite the hope that can end sexual exploitation. We offer holistic help and customized care through emergency housing, support groups, mentorship, education, and more!

Since 2011, we've served sexually exploited women from the Dallas-Fort Worth area and are one of few organizations providing stabilization for women in crisis. Our goal is to walk alongside survivors of exploitation and trafficking as they begin a journey of healing and restoration. We want these brave women to know that we are with them for the long haul!

Who are we looking for?

We are searching for a strong communicator that loves to design innovative marketing materials and campaign content. Because digital and print materials will often serve as the first impression of our organization, it is essential that the Communications Coordinator convey clear, concise, and compelling messages that align with the mission and vision of Valiant Hearts.

Therefore, we are looking for a Communications Coordinator who will curate and manage digital and print material that preserve the integrity of our brand and core values. Our next Communications Coordinator will have a strong marketing background but a willingness to learn and adapt to various audiences including key stakeholders, donors, volunteers and the women we serve.

Our next Communications Coordinator will not easily be deterred by the challenges of a fast-paced environment and can remain calm and perform well under pressure. We need someone who is self-directed and excited to take our communication and marketing strategy to the next level.

Should you apply?

1. Do you consider yourself to be a creative? Do you geek out over marketing, design, and management?
2. Are you task-oriented but people-centered?
3. Can you thrive in a fast-paced, ever changing environment?

If you answered "yes" to these questions and possess the attributes, experience, and skills required to excel in this position, we encourage you to [apply!](#)

Required Attributes:

- Superb verbal and written communication skills
- Highly motivated and self directed
- In-depth knowledge of marketing trends
- Team player who can work independently
- Highly organized and efficient
- Calm and works well under pressure
- Professional yet Personable
- High level of creativity and critical thinking

Position Requirements:

- High School Diploma or equivalent
- Bachelor's Degree (preferred)
- Minimum of 3 years of Marketing or Communications experience
- Experience with Google G-Suite, web-based applications,
- Knowledge using photoshop and/or graphic design program

Primary Areas of Responsibility:

- **Plan and implement a communications strategy**
 - Develop relevant content topics and calendar to reach the target stakeholders
- **Development of brand awareness and online reputation**
 - Interact with clients, volunteers, and donors to effectively deliver our organization's message to the public and the media
 - Curate active blog and up-to-date press releases for website
- **Write content for print material including newsletter, brochures, etc.**
 - Oversee content creation for all marketing outlets and promotional materials
 - Create, curate, and manage all published content (images, video and written) that reflects our culture and core values.
- **Oversee and manage digital marketing including social media, online campaigns, website, graphic design, etc.**
 - Design, create and manage promotions and Social ad campaigns.
 - Contribute to the development of organization's website(s) and social media outlets
 - Manage email and social media marketing campaigns
 - Become an advocate for the company in social media spaces, engaging in dialogues and answering questions where appropriate
- **Continually track, measure, evaluate and improve communication efforts that lead to better client/volunteer/donor experience**
 - Analyze key metrics and compile monthly reports to inform the Marketing Team strategy
 - Remain on the cutting edge of digital marketing, social media, and other marketing trends

To Be Considered For Employment

Complete the [Employment Application](#).

Submit signed copy along with your résumé and 2-3 professional references to careers@valianthearts.org or P.O. Box 92511, Southlake, TX 76092.