

UNAPOLOGETIC

CALL FOR IMPACT COORDINATOR

Join our *Unapologetic* team and support elevating the narratives of Black women and femme organizers within the Movement for Black Lives!

The Impact Coordinator is a virtual position designed to support the impact campaign for *Unapologetic*. Working with the Impact Producer, this newly formed position on the *Unapologetic* team will implement the strategic direction of the documentary film's outreach and engagement activities, and further develop and solidify partnerships, within Chicago and beyond. This involves external communications, including the promotion and deliverables related to film festival screenings, outreach events, social media, and community relations. The Impact Producer will also oversee the creation and distribution of promotional and educational materials for maximum community impact.

RESPONSIBILITIES:

- Assisting with organizing virtual and physically-distant screening events with partner organizations in Chicago and other targeted cities
- Manage campaign calendar, events, and tasks, execute and assign administrative tasks
- Draft, prepare, disseminate, and maintain external communications such as social media, website content, campaign reports, press releases and newsletters (snapshots from events; tracking/re-posting of related news, articles, and partner advocacy)
- Attending meetings with the *Unapologetic* team. Actively and timely responding to all communications.
- Assisting Impact Producer with outreach/engagement research
- Work with our Impact Producer to track partnership and impact outcomes, ensuring the impact campaign remains aligned with goals and timelines to inform an evaluation of the campaign's impact.
- Support logistical operations related to branded merchandising sales

QUALIFICATIONS/SKILLS:

-1-3 years years of professional and work related experience (including academic), which includes a strong background in community engagement, grassroots organizing, and project management

- A deep understanding and empathy for the economic, social and historical disenfranchisement of the African Diaspora through lived experience or otherwise
- Self-motivated individual with efficient and reliable time management and goal-setting skills
- Familiarity with social media platforms such as Facebook and Twitter
- Strong communications and writing skills
- Experience working in Google Suite
- Demonstrated ability to work well collaboratively.
- Familiarity in community engagement with documentary film, visual art, or other media
- Strong public speaking and group facilitation skills a plus
- Experience with Adobe Photoshop a plus
- Own laptop/desktop and access to reliable wi-fi
- Based in The U.S.

APPLICATION DEADLINE: 2/19/2021

SALARY:

This contract position will be paid a flat rate of \$4,000 in three payments, at the onset, midpoint, and end of our work together. Approximately 10-12 hours per week. This is a 4-month contract position.

Interested applicants should submit the following to: unapologeticdoc@gmail.com

- *Resume and bio listing relevant experience*
- *Cover letter that outlines your interest and approach to this position description, and information describing your previous experience within grassroots organizing, working with documentary films and/or other relevant arts and culture work.*
- *Names of at least two references from organizations for whom you have performed similar work with their contact info.*