

Position Description / Communications Independent Contractor

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Midwest Access Project (MAP) envisions a society in which every person has access to patient-centered, quality reproductive health care within their community. Our mission is to improve access to reproductive health care by training providers in comprehensive sexual and reproductive health including contraception, pregnancy options counseling, miscarriage, and abortion. As a Midwestern hub for training and advocacy, MAP fills gaps in medical education and clinical training, and reduces barriers to care. MAP is an equal opportunity employer affording all employees and job applicants fair and equal treatment. Visit midwestaccessproject.org to learn more.

Position Summary / MAP is seeking a detail-oriented Communications Independent Contractor. The position requires the ability to respond quickly to staff requests and accurately execute tasks, maintain accurate records of work performed, and offer strategic guidance to staff to maximize MAP's communication impact. You will play a key role in promoting our organization by creating engaging online content to share MAP messaging and program accomplishments. This is a part time contractual position that works remotely.

Responsibilities of the Position

- Develop content, both graphic and copy, for social media, website, and external communication.
- Ensure all messaging aligns with organization mission and goals.
- Brainstorm and collaborate with staff to develop new ideas and strategies.
- Plan, create, and oversee the design, content, and production of an annual report.
- Create presentations, articles, reports, and information for internal use, as needed.
- Develop periodic online/media activity reports, as needed.
- Develop communication strategies for current and existing programming and fundraising campaigns.
- Identify media and press opportunities.

Qualifications

- 3 years experience in communications, PR, or related field.
- Experience with technologies and best practices for campaigns across multiple platforms. Expertise in eTapestry and WordPress are highly preferred.
- Excellent written and verbal communication skills.
- Strong copywriting and content creation skills.
- Ability to multitask and monitor several projects on a weekly basis.
- Ability to work independently or in a team.

Contract Terms / The Communications Independent Contractor will be engaged for a 9 month term for a minimum of 20 hours over the contract term, at a rate of \$40/hour.

How To Apply / Email a cover letter and resume with "Communications Independent Contractor" in the subject line to ljohnson@midwestaccessproject.org. Please share links or attachments that illustrate your work.