

Communications Manager

Full time

Remote, US Eastern Time Zone preferred

The Signals Network is hiring a communications manager to build awareness of the network and its programs. This is an opportunity to help shape our all-encompassing support system for whistleblowers and to work with a smart and talented international team determined to hold power to account.

About The Signals Network

[The Signals Network](#) (TSN) is a US-based non-profit organization with international operations. Its aim is to advance the public's interest by encouraging transparency, accountability, reporting and whistleblowing.

To support whistleblowers and hold power to account, The Signals Network is developing an end-to-end approach that includes: **empowering** workers to stand up to power and speak out about wrongdoing; **protecting** whistleblowers who contribute to published reports of wrongdoing; supporting collaborative **investigative reporting** on wrongdoing; and, advocating for lasting **change** as a result of whistleblower revelations.

The Signals Network actively supports dozens of whistleblowers globally as they report on wrongdoing and fight for lasting change. These courageous individuals have provided information on the biggest media stories of our time, including Big Tech data violations and government and corporate corruption, to a range of international media outlets, including *The New York Times*, *The Guardian*, *Time*, *Le Monde*, *BBC*, *Der Spiegel* and *The New Yorker*. We have coordinated the publication of major investigations through media in the U.S. and across Europe that reached tens of millions of readers. In 2021, we kicked off our Tech Accountability Project (TAP) to specifically tailor our end-to-end support to tech workers and Big Tech whistleblowers. More information is available on our [website](#).

Position summary

The Communications Manager, under the general direction of the Executive Director, and working directly with all team members, is responsible for increasing awareness of The Signals Network, its mission and its programs. The manager will be an integral member of the core team, overseeing implementation of the communication and brand awareness strategies.

The manager will be full time. We aim for long-term employment.

Responsibilities

Overall communications

- Steer the communication strategy online and offline to increase our visibility and to build communities around our programs among tech workers, journalists and lawyers
- Support program goals, helping to execute program communication plans for selected campaigns
- Support our fundraising team and efforts with effective communications for donors
- Write, create and/or disseminate communication materials such as annual reports, FAQ for key audiences, press releases, monthly newsletter, possibly video content
- Lead and expand our email lists management in compliance with GDPR
- Maintain an integrated comms calendar; lead team in using and supporting comms activities
- Ensure TSN's website is well maintained, search engine optimized and updated regularly
- Oversee monthly website analysis including keyword and competitive research; adjust to optimize traffic
- Execute social media strategy; implement across platforms

- Oversee TSN's voice on social media, assist other team members and board/friends in effectively using social media to highlight TSN messaging
- Provide monthly analysis/report on social media; adjust as needed
- Build media relations to land stories and opportunities that tell The Signals Network story in consistent and creative ways that create momentum for the organization
- Identify events and conferences for management/board attendance and speaking; provide supplemental comms around events
- Develop and implement online reputation management (ORM) programs for crisis communications
- Think creatively to produce new ideas and design concepts

Qualifications

- At least three years experience developing and implementing communication programs, preferably for small organization(s)
- Excellent record of website and social media management
- Knowledge of search engine best practices, tools and ranking strategies, experience in optimizing websites for search results
- Outstanding verbal and writing communication skills required.
- Track record as an implementer
- Creativity and problem-solving instincts that keep awareness and the brand moving forward
- Excellent interpersonal skills and ability to establish positive relationships with individuals
- Organized, detail-oriented, creative, and able to work independently, under pressure, or as a team player in a fast-paced environment.
- Proficiency with design tools (Illustrator, InDesign, Canva) and video editing a plus
- Strong interest in press freedom/whistleblowing issues

Location

- Remote.
- This is a US-based position, work visas for other locations not available. However, will consider time zones from Eastern US (EST) or equivalent through to Eastern Europe (EET) or equivalent
- Willing to travel up to 20%

Salary and Benefits

Salary 60,000 -65,000 USD-and benefits including health savings account and 5 weeks holiday

Level of Language Proficiency

Native English speaker. Knowledge of French is a plus.

Professional Level

Professional

Minimum Education Required

The Signals Network strives for justice, equity, diversity, and inclusion (JEDI) and prioritizes these values in our organization, programming, and employment practices. JEDI is at the forefront of our strategy and culture, and we are committed to building a team that represents a variety of backgrounds, perspectives, cultures, skills, and experiences, knowing that the more inclusive we are, the more successful we will be. We are an equal opportunity employer and Black, Indigenous, People of Color, and LGBTQ+ candidates are strongly encouraged to apply.

To apply

The Signals Network
268 Bush Street #4216 San Francisco, CA 94104
info@thesignalsnetwork.org

Please send us your application by October 24, 2022 [here](#):

- A cover letter with
 - Your possible start of work
 - Your current location
- A CV/resume

Please send us your application documents in Word or PDF (max. 8 MB). We will then invite up to three candidates to create a work sample in a self-selected 2-hour time window. We will invite the final candidates to a virtual interview. We endeavor to keep all applicants informed about the status of the application process.

EQUAL OPPORTUNITY The Signals Network provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type. We welcome applicants from any educational background, race, ethnicity, religion, creed, sexual orientation, gender identity, gender expression, sex, age, immigration status, citizenship status, national origin or ancestry, marital status, pregnancy, criminal record, mental or physical disability or disorder, HIV antibody status, parental or familiar status, or veteran status, or any other characteristic protected by international, federal, state or local laws.