



Communications Officer, Digital Engagement

Reports to: Director of Strategic Communications

Team: Communications

Location: Remote, U.S.-based

Ideal Start Date: Late May/Early June 2025 (*negotiable*)

Starting Salary: \$80,000

About Third Wave Fund

Third Wave Fund resources and supports youth-led, intersectional gender justice activism. We build on the brilliance of our communities using responsive and participatory grantmaking so we can sustain our movements and thrive—now and long term. Our grantmaking and donor mobilizing advances the community power, well-being, and self-determination of young Black, Indigenous, People of Color (BIPOC) most directly impacted by and best positioned to end gender oppression. We specifically resource grassroots movements that are multi-issue, community-led, and unapologetically queer, trans, intersex, and sex worker-led. We value the work of social justice-minded individuals who may not see themselves reflected in philanthropy. Third Wave Fund is fiscally sponsored by the Proteus Fund, who partners with foundations, advocates, and individual donors to advance democracy, human rights, and peace.

Position Overview

The Communications Officer, Digital Engagement (CO) plays a key role in the success of Third Wave Fund's social media presence and engagement across our digital platforms and channels. Excited about amplifying our responsive grantmaking to gender justice organizing efforts across the U.S., the life-giving and -saving work of our grantee partners, and the critical support of our donor base, the CO will execute a wide range of digital tactics, including but not limited to, publishing social media posts and emails, creating and sharing short-form video content, and driving engagement with our online audiences. The CO has a deep understanding of strategically utilizing social media platforms, a keen attention to the latest trends, and is skilled at analyzing social media metrics, but can also support the day-to-day internal communications operations, such as email platform subscriber maintenance, project and content calendar management, and performing website updates, as needed. The CO reports directly to the Director of Strategic Communications, collaborates with the Communications Officer (Storytelling), and occasionally works with consultants to see projects through completion.

Essential Job Functions

Social Media & Content Creation (50%)

- Manage, publish, and moderate content across Third Wave Fund's social media platforms and channels, including, but not limited to, Instagram, YouTube, LinkedIn, and Soundcloud

- Assist in the creation and management of new social media platforms, such as BlueSky and Instagram Threads
- Ensure key branding, messaging, and style guidelines are implemented across social media platforms and channels
- Create short-form video content (i.e. Instagram Reels) to promote Third Wave Fund's grantmaking, donor organizing, podcast, and overall vision for resourcing gender justice movements
- Monitor, listen to, and respond to comments, direct messages, and emails in line with Third Wave Fund's Community Guidelines and in a timely manner
- Ensure amplification equity of current grantee partners across social media platforms and channels; monitor relevant accounts and hashtags
- Pull and analyze social media metrics on a regular basis; co-generate quarterly reports in collaboration with the Communications Officer (Storytelling) for the Director of Strategic Communications
- Drive community engagement ideas for social media platforms
- Setup social media ad-buys and help track spending
- Support the execution of a crisis communication plan, including protocols and processes for all social media platforms and channels, when needed

Digital Communications (30%)

- Support the implementation of Third Wave Fund's annual communications plan
- Co-create and co-maintain the communications calendar with the Communications Officer (Storytelling), strategically scheduling content for social media platforms and channels
- Review and perform quality control on external-facing content, including social media captions, emails, blogs, reports, and website content
- Support the production of Third Wave Fund's in-house podcast; secure transcripts and translations and create short-form video content for social media promotion
- Manage subscriber maintenance, organization and utilization of segments, tags, and contact lists on Mailchimp, our email marketing platform
- Perform regular media monitoring on topics and issues relevant to Third Wave Fund and our grantee partners
- Perform website updates, as needed

Management & Administrative (15%)

- Manage ongoing and timely cross-team projects and tactics
- Provide administrative support to the Communications team, including but not limited to, processing invoices, scheduling meetings with consultants, note taking during meetings, and file organization in Google Drive
- Provide updates to the Director of Strategic Communications on social media plans and priorities on a weekly basis
- Collaborate and check-in with the Communications Officer (Storytelling) to ensure alignment and cohesion on a regular basis
- Manage and track expenses
- Manage designated project timelines in Asana

Other Duties (5%)

- Attend relevant webinars, trainings, conference, and other professional development opportunities

Qualifications

- Strong commitment to Third Wave Fund's purpose, vision, and values

- Demonstrated understanding of utilizing social media platforms, SEO, data analytics, and monitoring trends
- Proficiency in creating and editing engaging video content optimized for social media platforms
- Knowledge of utilizing Asana, Canva, and Adobe Creative Cloud
- Strong writing and proofreading abilities
- Strong project management skills
- Excellent organizational skills and attention to detail
- Ability to work efficiently in a virtual setting and in a fast-paced environment
- Strong interpersonal skills
- Ability to work collaboratively with a team that is diverse and inclusive

Education and Experience

- 3+ years experience in full-time, hands-on work in communications, social media, and/or digital marketing

Preferred, but not Required

- Social media and/or marketing experience at a gender justice-centered organization or nonprofit
- Track record of successful management of large social accounts
- Pre-existing relationships with relevant journalists
- Spanish fluency
- Knowledge of utilizing Webflow

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Compensation & Benefits

Starting salary is \$80,000 in accordance with our equitable hiring practices that strive for internal parity. This salary is non-negotiable*. Third Wave offers a 32-hour work week in a disability justice-centered workplace, along with excellent health benefits, robust retirement contributions, and a generous paid time off package.

**In order to counter pay inequality and uphold internal parity, salaries are non-negotiable beyond the listed amount. Similarly, there are no title negotiations. Staff are eligible for salary increases annually and promotions during annual performance evaluation processes.*

Our benefits package includes:

- Medical and dental benefits for both employee and eligible dependants available on first day of work
- Retirement savings account (401k) with an organization contribution
- FSA/HSA Card
- Access to Life Insurance
- Discounted Pet Insurance
- Three weeks paid vacation; four weeks in subsequent years
- Fifteen sick days per year
- Three personal days per year
- Twelve paid holidays; Three floating holidays
- Paid Family Leave

- Annual stipends for professional development, wellness, home office supplies and furniture, coworking space rent/fees, and partial reimbursement for cell phone and internet

Location & Travel

We are a fully remote workplace. This role is based in the U.S., and applicants may be based in any of the fifty United States. At Third Wave Fund, work-related travel is currently voluntary and will remain voluntary until it is safe for all to do so. We recognize that some employees may be unable or have limited capacity to travel due to personal risk factors, household considerations, or other COVID-19-related concerns. If travel is viable for the employee, there will be a minimum of 5-10% travel for internal meetings and retreats as well as conferences and other events. If travel is not viable, the employee should prepare to participate in hybrid virtual events that may happen outside of regular hours of work. We use various digital strategies to allow for meaningful engagement for both in-person and remote participants.

Commitment to Equity

Third Wave Fund is a fiscally sponsored project of the Proteus Fund, a 501(c)(3) organization, and an equal opportunity employer. We believe that communities most impacted by gender oppression must be centered in the work we do. Therefore, we strongly encourage applications from Black and Indigenous women of color, Trans and gender non-conforming people, LGB people, Sick, Mad, D/deaf, Hard of Hearing, and Disabled people of color, working class people for all of our positions. Equal employment opportunity and having a diverse staff are fundamental principles at Proteus Fund, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

Inquiries & Applications

To apply, please submit your cover letter, resume, and references as one document via [Jotform](#) by **Thursday, April 3, 2025** at 11:59pm in your time zone. Please do not submit your cover letter and resume via email as it will not be considered.

For questions about the position, please email comms@thirdwavefund.org.