



COMMUNICATIONS OFFICER

The Communications Officer must be passionate about and familiar with civil rights issues and have strong initiative. She/he will assist in developing and executing the organization's strategic communications plan and focus on expanding our national visibility through media relations, digital communications and marketing. She/he will also assist with internal communications.

Duties Include:

- Assist in the implementation of the organization's strategic communications plan to advance the outreach, communications, and goals of the Lawyers' Committee
- Lead and manage the organization's digital communications functions (including timely Web site planning and updates) to ensure that our online program advances fundraising, growth, messaging and project/campaign priorities; manage social media accounts to foster interaction, education, engagement and discussion regarding the Lawyers' Committee's mission and vision to the public and promote the work of the Committee; update our social media accounts to boost our presence in social media through creative strategies on Facebook, Twitter, blogs, and other social media channels
- Develop and manage Lawyers' Committee's external e-mail program, including messaging to key stakeholders, and general advocacy
- Assist with media relations, including developing and maintaining high-level media contacts; planning, organizing and pitching of high quality press events; drafting press releases, columns, op-eds, letters to editors, etc. and other communications and marketing collateral that deliver consistent, understandable messages
- Draft columns and talking points
- Participate in local, regional and coalitional communications efforts
- Assist with communications to Board, staff and key stakeholders; Manage electronic newsletter
- Assist with video and photography support and coordination
- Provide general administrative support and coordination for Communications department including managing the department calendar, general scheduling for media events, etc.
- Assist with publication coordination and basic page layout for marketing collateral (i.e., fliers and internal brochures); Work with designers and printers to complete brochures and other materials
- Other duties as assigned

The Communications Officer will have at least 2 years of related work experience, preferably with a nonprofit organization. A Bachelor's degree is required. She/he must be detail oriented, have strong organizational skills, and ability to manage multiple projects and prioritize tasks effectively. Excellent written and verbal communications skills are vital, especially the ability to translate legal issues and concepts for public consumption. Candidates should have expertise in e-mail communications, list building, social networking, and media relations. Familiarity with web-based volunteer management, mass communications software and solid proficiency in CMS, email best practices, and Microsoft Word required. Familiarity with desktop publishing and graphic design skills are a plus. Existing media contacts are also a plus. She/he must be a team player with the ability to work under tight deadlines. This position reports directly to the Director of Communications and External Affairs.

To Apply: Please include your letter of interest, your salary history or salary requirement, and resume here: <https://podio.com/webforms/16565292/1113752>. The position will remain open until filled, and applications will be reviewed as received.

Salary for this position is commensurate with experience. A competitive fringe benefits package. For more information about our work, please refer to our website at: www.lawyerscommittee.org.

The Lawyers' Committee is an equal opportunity employer with a standing policy of nondiscrimination. Diversity is an essential component of the Lawyers' Committee, and we encourage women and minorities to apply. All qualified persons are accorded an equal opportunity for selection without regard to actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, or political affiliation.