



## **Communications Assistant & Staff Writer**

The Lawyers' Committee for Civil Rights Under Law is one of the leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers' Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar's leadership and resources in combating racial discrimination and the resulting inequality of opportunity – work that continues to be vital today.

The Lawyers' Committee seeks a talented, creative and detail-oriented Communications Assistant & Staff Writer. The ideal candidate for this position is a dynamic individual who follows the news regularly and possesses the capacity to use traditional and digital tools to effectively communicate the work of the Lawyers' Committee. The Communications Assistant & Staff Writer is someone who thrives in a fast-paced environment with the ability to support multiple initiatives across the organization, and is comfortable communicating with a variety of audiences including donors, creatives and journalists. This position reports to the Director of Communications and External Affairs and will work closely with the President/Executive Director.

This is a junior level position. Some travel will be expected.

### **Specific Duties and Responsibilities:**

- Draft written content for blog posts, op-eds, press releases, statements, website posts, fundraising solicitations, speeches and other material as needed;
- Use AP style to review and copy edit press releases, statements, email marketing materials, blogs and pitch memos;
- Monitor daily news cycle for reports relevant to the Lawyers' Committee projects and initiatives, including: print and broadcast journalism, public affairs programming, podcasts and publications, social media trends and compiling weekly news clips and all corresponding media or content;
- Maintain lists of print, broadcast and new media contacts;
- Assist with pitching strategy and distribution process;
- Support the implementation and development of the organization's social media strategy and digital marketing program;
- Assist the Digital Media Manager in content creation (videos, graphics, etc.);
- Assist in the management and coordination of logistics for events;

- Assist with maintaining and keeping current the organization's web site content;
- Maintain communications project messaging calendar to include relevant anniversaries and observances relevant to the Lawyers' Committee work;
- Staff and support the execution of Lawyers' Committee events (creating content, registration, etc.); and
- Other duties as assigned.

**Minimum Experience and Qualifications:**

- Zero (0) to three (3) years of professional public relations, media, writing or other relevant professional experience in a fast-paced work environment;
- Demonstrated knowledge of AP style;
- Excellent research, writing, editing, verbal and interpersonal communication skills;
- Strong judgment and instincts for media and communications-related work;
- Knowledge and familiarity with the news media and social media landscapes;
- The ability to demonstrate grace under pressure while handling multiple projects and meeting tight deadlines;
- Availability and willingness to monitor and handle media inquiries after business hours as needed;
- Ability to work independently as well as within a team;
- Excellent computer skills including working knowledge of Microsoft Office Suite and Google applications; and
- Commitment to the mission and values of the Lawyers' Committee.

**Preferred Experience and Qualifications:**

- Bachelor's Degree in Journalism, Communications, Public Relations or another relevant field;
- Familiarity with Cision and Adobe Creative Suite, specifically Photoshop and Premier;
- Interest in civil rights and experience with advocacy campaigns;
- Experience managing administrative processes;
- Photography experience a plus;
- Familiarity with WordPress a plus, but not required; and
- Experience with digital marketing and social media metrics a plus.

**To Apply:** Please submit a cover letter and resume to <https://podio.com/webforms/23440571/1680679>. No calls will be accepted. The position will remain open until filled and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and/or Dependent Care) and Commuter Benefits; 11 paid Holidays and Vacation/Sick days.

The Lawyers' Committee does not discriminate on the basis of 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, political affiliation, or any other status protected under law.

**We strongly encourage candidates of color and candidates from underrepresented communities to apply.**

**Accessibility Assistance:** Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line "Applicant Accommodation" to [kcoates@lawyerscommittee.org](mailto:kcoates@lawyerscommittee.org).