



## **Press Assistant**

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 collaborative, detail-oriented and highly organized individual to serve as Press Assistant. As a key member of the Communications Team, the Press Assistant will assist in executing the organization's strategic communications plan and focus on expanding our national visibility through media relations and outreach. Responsibilities include coordinating press relations and opportunities, assisting with social media platform messaging, and all written and spoken output around litigation, advocacy and events.

This is a full-time position based in Washington, DC. The Press Assistant will work under the supervision of the Communications Director.

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

- Assist in the execution of a communications strategy that advances the organization's mission and issue area positions;
- Collaborate with the Communications Director on day-to-day media outreach;
- Draft press releases, statements and talking points;
- Track media coverage of the Lawyers' Committee and its work;
- Coordinate the development and distribution of the organization's external communications, including op-eds, press statements and monthly newsletter;
- Assist the Director of Communications with coordination of media and interview requests;
- Play an integral role in organizing press briefings/events, digital town halls and other events via social media;
- Identify and secure speaking opportunities for staff;
- Support and interface with the organization's fundraising team and other staff; and

- Be available after business hours as needed to keep pace with busy news cycles.

### **Minimum Requirements and Competencies:**

- Three (3) to five (5) years of relevant experience in Press, Communications or Media;
- Established relationships and ability to build relationships with Reporters and Editors;
- Excellent writing skills;
- Understanding of digital and press tools such as Cision;
- Strong attention to detail;
- Ability to thrive in a fast-paced and fluid environment;
- Ability to function as part of a team;
- Comfort working in a diverse environment;
- Interest in social and racial justice and familiarity with civil rights issues;
- Ability to translate complex concepts for broad Audience; and
- Commitment to the mission and values of the Lawyers' Committee.

**To Apply:** Please submit a cover letter and resume to <https://podio.com/webforms/23577786/1695457>. 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 Stipends (Cell Phone and Commuter/Parking Benefits); 11 paid Holidays and Vacation/Sick days.

**Commitment to Diversity and Inclusion:** The Lawyers' Committee embraces diversity and inclusion in our workplace. We strongly encourage candidates of color and candidates from underrepresented communities to apply. 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.

**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).