



## **Voting Rights Communications Manager**

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 skilled Voting Rights Communications Manager. The ideal candidate for this position is a dynamic, experienced individual with strong writing and planning skills who can both help develop and support the organization's strategic communications plan around Voting Rights (VR) and Election Protection (EP); and focus on expanding our national visibility around VR and EP through media relations, digital communications and marketing.

The successful candidate will thrive in a fast-paced environment and will be comfortable working independently to manage all aspects of traditional and digital media for our Election Protection and Voting Rights work.

This is a full-time position based in Washington, DC. The Voting Rights Communications Manager will work under the supervision of the Director of Communications and will work closely with the Co-Directors of the Voting Rights Project and the Election Protection Manager.

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

- Partner with the Director of Communications in developing the organization's strategic Voting Rights and Election Protection communications plan;
- Recognize rapid response opportunities daily and work with staff to implement them;
- Lead and manage the implementation of that plan, including through traditional and digital media channels;
- Manage the organization's Election Protection's digital communications functions, including managing the Election Protection websites;
- Handle media relations, including developing and maintaining high-level national and state media contacts; planning, organizing and pitching of high-quality press events; drafting press releases, columns, op-eds, letters to editors, etc. around voting rights and Election Protection;

- Work with the communications staff of other organizations while implementing the media outreach goals of the Lawyers' Committee Election Protection coalition;
- Develop and oversee webinars, events and other communications and marketing collateral that advance the work of the Voting Rights Project and Election Protection Program;
- Participate and lead local, regional and coalitional communications efforts;
- Work with the Lawyers' Committee's projects to create and carry out strategic communications plans for events; and
- Other duties as assigned.

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

- Deep commitment to the advancement of racial justice and civil rights;
- At least 3 years of related work experience, preferably with a non-profit or organization and/or in voting rights;
- Excellent written and verbal communications skills are vital, especially the ability to translate legal issues and concepts for public consumption;
- Experience with writing and editing press releases, statements and op-eds;
- Demonstrated experience in both traditional and digital media;
- Familiarity with desktop publishing and graphic design skills are a plus;
- Existing media contacts are also a plus;
- Team player with the ability to roll up your sleeves, work under tight deadlines, manage multiple projects and prioritize tasks effectively; and
- An understanding of the political process and the advocacy world.

**To Apply:** Please submit a cover letter and resume to <https://podio.com/webforms/24928799/1828309>. 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).