

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

POSITION DESCRIPTION

Position Title: Communications Associate	Position Level: At least 1-3 years' experience required
Department: Development & Communications	Reports to: Development & Communications Director

ABOUT THE ORGANIZATION:

The National Law Center on Homelessness & Poverty (the Law Center) is the only national organization dedicated solely to using the power of the law to prevent and end homelessness. Our attorneys fight for society's most vulnerable members in courtrooms and the halls of legislatures. Through impact litigation, policy advocacy, and public education, the Law Center addresses the root causes of homelessness at the local, state, and national levels.

ABOUT THE POSITION:

The Law Center is seeking a smart, energetic, and committed Communications Associate to help meet its development and communications goals. The Associate will work under the supervision of the Development and Communications Director and join a dedicated and inspiring team of professionals. The Associate will support an ambitious growth plan for the organization to strengthen its capacity to accomplish its mission and carry out its programs.

SPECIFIC RESPONSIBILITIES:

- Manage and write content for the website using WordPress
- Draft and produce communications materials, including the monthly e-newsletter, blogs, press kits, annual report, and other outreach materials
- Draft press releases, op-eds, and letters to the editor
- Respond to media inquiries, maintain media list, and track media coverage
- Manage social media by posting creative content, monitoring activity, and engaging with followers and organizational partners
- In collaboration with the Development Associate, and as needed, assist with direct-mail and online fundraising, event planning and execution, donor relations, and database maintenance
- Support other development and communications tasks as needed
- In conjunction with Development and Communications Director, supervise communications volunteers and interns and the work of external communications vendors

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

QUALIFICATIONS:

- 1-3 years' experience in communications and fundraising or related non-profit work preferred
- Positive, problem-solving attitude
- Excellent written, oral and interpersonal skills
- Meticulous attention to detail
- Demonstrated ability to manage multiple, competing priorities and projects; excellent time management skills
- Familiarity with WordPress or similar content management systems
- Familiarity with eTapestry or similar donor databases and CRM systems
- Strong commitment to social justice; familiarity with homelessness is a plus
- Ability and willingness to perform occasional evening and weekend work

SALARY AND BENEFITS:

- Salary: Commensurate with experience
- Benefits: Generous holiday and vacation leave; fully paid health insurance; disability insurance; 403(b) retirement plan; small, collegial team environment; many opportunities to use skills and grow professionally

APPLICATION PROCEDURE:

Send cover letter, resume, writing sample, and salary expectations to HR@nlchp.org with "Communications Associate" in the subject line. **No phone calls, please.**

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities and persons with disabilities are encouraged to apply.

APPLICATIONS DEADLINE:

Applications will be reviewed on a rolling basis until filled.