

# NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

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## Development and Communications Volunteer

### **ABOUT THE ORGANIZATION:**

The National Law Center on Homelessness & Poverty (the Law Center) is the only national organization dedicated 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.

### **OVERVIEW:**

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

### **SPECIFIC RESPONSIBILITIES:**

- Assist in all aspects of development, including direct-mail and online fundraising, event planning and execution, donor relations, foundation research, and database maintenance
- Assist in writing and producing communications materials, including the monthly e-newsletter, blog, press kit, annual report, and other outreach materials
- Assist in writing and distributing 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
- Manage and write content for the website
- Support other development and communications tasks as needed

### **QUALIFICATIONS:**

- Relevant field of study (communications, marketing, non-profit management, etc.)
- 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
- Strong commitment to social justice; experience at non-profits and/or familiarity with homelessness is a plus
- Ability to commit at least 10 hours per week to the Law Center

### **APPLICATION PROCEDURE:**

Send cover letter, resume, and writing sample to [HR@nlchp.org](mailto:HR@nlchp.org) with "Development and Communications Volunteer" 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:** Until filled.