

## **Job Announcement: Communications Director**

Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health and education. As the largest nonprofit legal services provider in the District, our 80 person staff partners with hundreds of pro bono attorneys to serve over 2,000 at-risk children each year. Applying the knowledge gained from this direct representation, we advocate for changes in the city's laws, policies and programs. *The Non-Profit Times* named Children's Law Center as one of the 20 top non-profits to work for nationwide in 2013.

### **Position Description:**

The Communications Director will act as the central communications resource for Children's Law Center (CLC). The right candidate will develop, implement and oversee a strategic communication plan, including message development, story placement, website presence and development of materials. This position requires a thorough knowledge of public relations principles, media protocol and strategic communications, and social media. As head of a two-person communications staff, this individual will have responsibility for directly managing all communications-related operations and will implement all communications projects.

### **Skills and Qualifications:**

- Minimum of 6 years communication experience.
- Thorough knowledge of public relations principles, media protocol and communications strategy.
- Strong planning skills and ability to manage multiple projects simultaneously.
- Ability to draft, oversee and implement a strategic communications plan.
- Excellent writing and editing skills and an understanding of writing styles for various kinds of media, including media advisories, news releases, blogs, op-eds and digital media.
- Strong experience creating top-level messaging and talking points for all CLC issue areas.
- Past experience establishing and strengthening a non-profit brand.
- Experience managing staff and volunteers.
- Tenacity, ability to work on a team and commitment to CLC's mission.
- Strong organizational skills and ability to catalogue all CLC media content.
- Established DC area media contacts in non-profits, legal or human services a plus.
- Ability to work evenings/weekends when necessary.

### **Salary and Benefits:**

Salary is competitive and commensurate with experience. CLC has an excellent benefits package, including full health, dental and vision coverage for all employees and their dependent children, short and long term disability and employer contribution to 401(k) plan.

Children's Law Center is an equal opportunity employer. CLC's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin,

ancestry, age, marital status, sexual orientation, gender identity, family responsibility, physical or mental disability, medication or status as a veteran.

**To Apply:**

Applications will be considered immediately. No phone calls please. Send resume and cover letter to:

Communications Director Search Committee

[jobs@childrenslawcenter.org](mailto:jobs@childrenslawcenter.org)

For more information, visit [www.childrenslawcenter.org](http://www.childrenslawcenter.org).