



Posting for Communications Director  
National Center for Law and Economic Justice

Title: Director of Communications  
Reports to: Executive Director  
Exempt Salary: Up to \$90,000 commensurate with experience  
Location: Currently this is remote position that is based in NYC. Preference for NYC-based candidates.  
Deadline to apply: April 5, 2021

**NCLEJ's Mission:**

The National Center for Law and Economic Justice (NCLEJ) advances economic justice for low-income families, individuals, and communities across the country. We fight every day to eliminate an array of unfair economic and racial injustices. We work to expand access to critical benefits like food stamps, Medicaid, and childcare, protect low-wage workers' rights and safety, advance the rights of people with disabilities, and end unlawful debt collection. Our tactics to advance economic justice include winning strategic class action cases, representing marginalized individuals and communities, and changing federal and state legislation and private institutions' practices. We partner with other litigation and advocacy organizations, grassroots and community organizations, and individuals in our fight for racial and economic justice.

**Communications Director's role:**

Join our growing leadership team to build an exciting future for NCLEJ!

NCLEJ is seeking its first Communications Director to lead and execute its communications strategy in collaboration with NCLEJ's Executive Director, an incoming Director of Development, and our expert staff of lawyers and advocates. As Communications Director, you will develop tactics and create content to meet our main communications goals: 1) build a communications system that outputs strong, activist content and supports our development goals; 2) grow our social media presence and following; and 3) elevate our brand and public presence through a media and press strategy. We are looking to hire a Communications Director for a mid-April start date.

### **Primary responsibilities:**

- Build a communications system from the ground up with a strategy that understands and elevates NCLEJ's racial and economic justice work.
- Strategize and produce content for our social media channels, email marketing, and website.
- Develop and execute a press and media strategy.
- Create annual reports.
- Lead a website refresh.
- Coordinate communications strategies with senior management team including Executive Director, Director of Litigation and Advocacy, Director of Development, and Financial & Administrative Director.
- Elevate the brilliance and expertise of our staff of advocates and lawyers who work every day on issues from disability rights, immigrants' rights, to economic inequity now exacerbated by COVID-19 and racial injustice.
- Develop a revenue-generating communications strategy in collaboration with Director of Development's development strategy to grow NCLEJ's team and raise its visibility.

### **Qualifications and experience of the ideal candidate:**

- Have a deep commitment to, and understanding of, racial and economic justice issues.
- Have experience growing and engaging audiences for social justice causes.
- Be a talented leader with a demonstrated ability to work independently and as a team player.
- Bring an effective social justice writing style – such as tone and approach that is strategic, strong, clear, and accessible to audiences at many levels of understanding.
- Have ability or experience connecting the specific legal cases we work on with the social justice movement-building we are part of.
- Have experience working with senior management and boards of directors, ideally in a multi-cultural and multi-ethnic work environment.
- Bonus skills include visual design skills such as graphic design on Canva or other design programs and photography skills.
- Basic skills to manage our current website and email marketing on Mailchimp.

**Benefits:** NCLEJ has a generous benefits package including health, dental, and vision insurance; 15-24 vacation days and 10-15 sick days per year (based on length of service); 13 paid holidays per year; an FSA plan for medical, childcare, and transit



expenses; an Employee Assistance Program; and contributions to individuals' 403(b) plans.

**Equal opportunity:** NCLEJ is proud to be an equal opportunity employer and does not discriminate on the basis of race, gender, disability, age, religion, sexual orientation, or national or ethnic origin.

**Application process:** We are accepting applications through April 5, 2021. Please submit a resume, a cover letter, and one work sample (such as an advocacy email, press placement, or similar communications asset) that you wrote, ghost-wrote, or developed which conveys your strategic approach and writing style. Please email us all three pieces in a single Word or PDF document to [hiring@nclej.org](mailto: hiring@nclej.org) with "Director of Communications" in the subject line.