



## **POSITION ANNOUNCEMENT DIRECTOR OF COMMUNICATIONS**

**National Lawyers Guild (NLG) National Office  
Position Remote; Office Located in New York, NY**

**Position Description:** The Director of Communications is a full-time staff member of the NLG National Office (NO). The position is covered by a collective bargaining agreement with the National Organization of Legal Service Workers, UAW Local 2320.

The Director of Communications works closely with the rest of National Office staff to oversee the creation and execution of NLG social media, press relations, web content, publications, and other major communications projects. This position supports national NLG committees and projects, local chapters, and coalition-based partners in implementing internal and external communications.

**About the National Lawyers Guild:** NLG is a human rights legal organization with a longstanding commitment to racial, economic, gender, disability, and queer liberation, incarcerated peoples' rights, and prison and policing abolition. Our mission is to use law for the people; we unite lawyers, law students, legal workers, and jailhouse lawyers to function as an effective force in the service of the people by valuing human rights and the rights of ecosystems over property interests. This is achieved through the work of our members, and the NLG's numerous organizational committees, caucuses, and projects, reflecting a wide spectrum of intersectional issues.

**Location:** Remote with some travel (possibly 1-3 times per year)

**Salary and Benefits:** The salary range is \$70,000-75,000 DOE. This position is non-exempt with a 35-hour work week. Benefits include employer-paid medical and dental benefits; 401(k) plan with employer match; paid family leave, disability, and life insurance; paid time off including three personal days, seven fixed holidays, four floating holidays, 18 sick days, and 20 regular vacation days annually. This is subject to revision during the contract bargaining process.

### **Required Qualifications:**

- Commitment to NLG principles (including, but not limited to, anti-racism, anti-imperialism, anti-capitalism, and anti-oppression);
- At least three years of communications experience in a professional or volunteer capacity;
- Familiarity with Adobe Creative Cloud Suite, Canva, or comparable graphic design and publication tools;
- Strong writing skills;

- Willingness to learn about NLG issue areas;
- Strong attention to detail and ability to work on, and set priorities on, a variety of tasks and projects;
- Familiarity with Wordpress and CRM database systems;
- Availability during core office hours of 10:30 AM - 5:30 PM Eastern Time;
- Ability to conduct business in English; however, fluency in languages other than English is a plus.

**Preferred Qualifications:**

- Experience in a smaller, mission-driven organization or group;
- Knowledge of leftist legal issues;
- Some fundraising campaign experience;
- Familiarity with and/or a willingness to learn about G-Suite.

**Job Duties:**

**External Communications Strategy and Implementation (40%)**

- Create and execute national earned media strategy (journalist interviews, press releases, news mentions, etc.)
- Build relationships with leftist media outlets and reporters
- Develop and implement social media strategy for Twitter, Instagram, and Facebook
  - Create graphics and copy for social media posts
  - Identify and share relevant material from allied organizations
  - Monitor platform analytics and growth
- Maintain relationships with allied organizations' communications teams
- In collaboration with the Director of Research & Education, manage the NLG blog by soliciting and editing timely pieces from NLG members
- In collaboration with the Membership Director, curate bi-annual print newsletter Guild Notes

**Internal and Coalition-based Communications Support (30%)**

- In collaboration with the Membership Director and Operations & Finance Director, manage NLG member and subscriber email communications and maintain internal email infrastructure
- Taking direction from the National Executive Committee and/or relevant national committees, develop issue-based talking points and narrative framing for the organization
- Create communications resources and policies for NLG entities to use
- Provide communications support to NLG entities and grassroots organizations where appropriate
- Amplify statements, press releases, and other media materials from NLG entities and allied organizations
- Identify and coordinate endorsement and coalition requests
- Issue monthly Member Recap

**Programmatic Support (15%)**

- In collaboration with the Membership Director and the Director of Research and Education, create promotional materials and registration page(s) for NLG webinars and events

- In collaboration with other National Office staff, provide technical support to panelists and attendees
- Circulate promotional materials for NLG events
- Publish and circulate recordings of virtual NLG events

#### **Convention (10%)**

- Track, design, and layout Tribute Journal/Awards Program
- Create convention webpage with all relevant information (schedule, programming summaries, etc) in coordination with presenters
- Create all promotional materials and coordinate hard copy printing when applicable (graphics, social media content, convention brochure, “save the date” card)
- Draft and circulate attendee communications throughout convention
- Facilitate production of public-facing events (e.g. keynote speech, discussions w/ special guests)

#### **Miscellaneous (5%)**

- Support CRM database maintenance where necessary
- In collaboration with other National Office staff, maintain and update NLG website
- Work with tech collective(s) to troubleshoot website problems, implement improvements within budget

#### **Work Environment:**

*The work environment described here is representative of what an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.*

- Job largely takes place remotely, with virtual collaboration with other staff and members. Must be able to participate in online virtual communications including email and video conferencing used to facilitate virtual office culture and work sharing;
- Some work at off-site locations required (i.e., annual convention, National Executive Committee meetings); the NLG aims for accessibility in any off-site location;
- This role routinely uses standard office equipment such as computers, phones, and webcams. Employees are regularly required to communicate effectively via computer, via phone, and in person.

#### **How To Apply:**

Candidates should submit a letter of interest, a resume, and three references in one PDF document to [jobs@nlg.org](mailto:jobs@nlg.org), with “[Full Name] - Director of Communications” as the subject of the email.

The letter of interest should describe your motivations for working with the NLG, any movement experience, details about your demonstrated experience in any of the job functions. Letters of interest will not be evaluated based on adherence to any specific cover letter conventions; we just want to know more about your personal, political, and/or professional interest in this role.

References will not be checked until the last round of interviews and candidates will be given an opportunity to notify their references in advance. This position is remote with some travel, and candidates must be legally authorized to work in the United States.

Applications will be evaluated on a rolling basis until the position is filled. Please apply early to ensure your application is considered

The NLG National Office complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. **If reasonable accommodation is needed** to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, **please contact [jobs@nlg.org](mailto:jobs@nlg.org)**.

*The NLG is an affirmative action, equal opportunity employer. People of color, trans and LGBTQ people, women, people with disabilities, immigrants, formerly incarcerated people, and people who have lived in poverty are strongly encouraged to apply.*