

## **Job Announcement: Communications Manager**

Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health and education. We are the largest provider of free legal services in the District and the only to focus on children. Our 70-person staff partners with local pro bono attorneys to serve 1,200 at-risk children each year. We use this expertise to advocate for changes in the District's laws, policies and programs. For more information, visit [www.childrenslawcenter.org](http://www.childrenslawcenter.org).

### **Position Description:**

The Communications Manager will act as the central communications resource for Children's Law Center (CLC). The right candidate will implement and manage a completed strategic communication plan, including message development, story placement, website maintenance and development of materials. This individual will wear many hats under the communications banner and thus requires a thorough knowledge of public relations principles, media protocol and communications. As the sole communications staff, this individual will have the opportunity and responsibility to directly handle all communications-related operations and will manage and implement all communications projects.

### **Skills and Qualifications:**

- Candidate must have a minimum of 4-7 years communication experience.
- Strong planning skills and ability to manage multiple projects simultaneously.
- Excellent writing and editing skills for multiple media.
- Thorough knowledge of public relations principles, media protocol and communications.
- Past experience establishing and strengthening a non-profit brand.
- Tenacity, ability to work on a team and commitment to CLC's mission.
- 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, 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 Manager Search Committee  
[jobs@childrenslawcenter.org](mailto:jobs@childrenslawcenter.org)