

POSITION TITLE: COMMUNICATIONS & DEVELOPMENT ASSOCIATE

LOCATION: Washington DC

SUPERVISOR(S): Director of Communications & Development

SALARY: DoQ.

SUMMARY DESCRIPTION:

This is a unique opportunity to help a ground-breaking environmental organization dramatically increase the role of communications in advancing its mission, growing its audience and building its supporter base. We seek a highly motivated self-starter to contribute to a multi-faceted communications and development program designed to strengthen our role and reputation as a leader in defending the right to a healthy planet. This position will increase CIEL's overall profile while supporting and promoting its individual programs. The position will work under the supervision of the Director of Communications and Development to frame CIEL's message, develop and maintain a consistent organizational voice, manage and support our engagement with both online and traditional media, grow our audience, and expand CIEL's fundraising capacity. The Communications & Development Associate will: play a central role in building CIEL's communications capacity and strategy; write extensively on behalf of CIEL programs, serve as an editor for external communications; support online outreach and supporter engagement; and support CIEL institutional fundraising efforts including by drafting proposals and reports.

RESPONSIBILITIES:

Writing:

1. Work with Communications & Development Director and other relevant staff to strengthen CIEL's communications capacity, strategy, and processes.
2. Contribute to the design and development of CIEL publications, and online and social media content to ensure consistency, high quality, and a clear, compelling organization voice.
3. Serve as writer and editor for communications materials (including news releases, news materials, online content, program announcements, reports, and multimedia products) and development initiatives (including grant reports, proposals, and renewals).
4. Research new development opportunities to support organizational initiatives and develop communications materials and campaigns to promote and publicize program activities.

Online Communications and Social Media

1. Support creation and implementation of email campaigns and other communications, including email design, list segmentation, and reporting;
2. Maintain and grow engagement on Facebook, Twitter, and other social networking sites, including sharing qualitative and quantitative analysis of social network engagement
3. Implement online engagement and supporter outreach campaigns for the organization.

Traditional Media and Press

1. Maintain and grow relationships with targeted online, print and broadcast journalists, editorial writers and columnists, as well as with other media sources;
2. Support staff as they respond to media requests
3. Increase CIEL's visibility in mainstream and social media outlets, including through press releases

Management and Administration:

1. Maintain timesheets contemporaneously and submit them on time;
2. Meet periodically as requested, with the President, Director of Finance and Administration, Director of Development and other team members;
3. Assist in preparation of annual project and program plans, and operating budgets;
4. Share light office duties with the rest of a small and dedicated staff.
5. Perform other job related duties as assigned by supervisor.

QUALIFICATIONS:

Minimum Qualifications:

1. Bachelors degree;
2. 1-3 years' work experience in journalism, communications, or development preferably including experience in an NGO environment.
3. Exceptional writing skills, including the demonstrated ability to write in a wide variety of formats and to translate complex subject matter clearly and compellingly for a variety of audiences;
4. Strong and demonstrated experience with a variety of communication technologies and formats, including business-relevant experience in the use of online and social media;
5. Experience working with a diversity of people, groups, local communities and partner organizations;
6. Ability to work both independently and in close coordination with a team;
7. Strong organizational skills and ability to manage multiple tasks simultaneously;
8. Ability to work at least 80% time. Full time preferred.

Desired Qualifications:

1. Experience in human rights or environmental issues (strongly preferred);
2. Experience with online supporter engagement tools, such as Salsa and Blackbaud;
3. Design experience in Adobe suite or equivalent;
4. Facility with HTML/CSS a plus;
5. Good sense of humor.

Application will be open until filled, and considered on a rolling basis. Ideal start date is July 1st. Please submit a resume, cover letter, and a portfolio of recent and relevant work product in a single PDF document to jobs@ciel.org with "Associate Application: [Your Name]" in the email title.

CIEL is an equal opportunity employer. Indigenous, multiracial/people of color, poor/working class, and queer people are strongly encouraged to apply.

About CIEL:

For more than 25 years, CIEL has used the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. CIEL's dynamic team of international attorneys and experts work together in a collaborative and supportive work environment to tackle some of the most interesting and challenging issues facing people and the planet.