



Job Description Communications Associate

Position: Communications Associate

Organization: The Human Trafficking Legal Center

Location: Washington, D.C.

Employment Type: Full-time

Salary Range: \$45,000-\$50,000

Application Deadline: Applications considered on a rolling basis.

Anticipated Start Date: Immediately

Position Description:

The Human Trafficking Legal Center is seeking a passionate and creative individual to lead the organization's communications work. The Communications Associate will report directly to the President and be responsible for all aspects of the organization's communications. The Communications Associate will work directly with programmatic staff and the development team to create communications content and increase engagement.

The Mission:

The Human Trafficking Legal Center fights to shift the balance of power from traffickers to survivors. We ensure survivors have access to justice and demand accountability from traffickers, governments, and corporations.

Responsibilities

- Design strong visual materials for social media campaigns across all platforms.
- Create and post original content for outreach campaigns.
- Increase social media engagement and maintain the organization's social media accounts.
- Develop communications strategy for the organization.
- Conduct research to support communications.
- Work closely with programmatic staff and the development team to identify and draft communications content.
- Update and maintain the website.
- Manage audience and analyze engagement data, including website, social media, and other relevant communications metrics.
- Monitor online conversations on issue areas related to the Human Trafficking Legal Center's mission.
- Identify key influencers and media targets.
- Maintain press lists, identify press opportunities, and track press coverage.

- Assist in creating and compiling outreach materials for public programs.
- Attend programmatic events to identify and create communications content.
- Provide communications assistance for the annual fundraising celebration On My Side, the organization's annual fundraiser.
- Track metrics for all social media accounts and present updates on a monthly basis.
- Draft and launch email newsletter on a quarterly basis.

Qualifications:

- Experience with designing original social media content on Canva or other design platforms.
- Experience with Adobe Suite, Hootsuite, Mailchimp and WordPress required.
- Experience with journalism, social media engagement, communication roles.
- Experience using social media platforms including Instagram, Twitter (X), Facebook, LinkedIn, and YouTube.
- Experience drafting press releases, press advisories, and op eds.
- Excellent organizational skills and attention to detail.
- Excellent time management skills.
- Ability to work well independently.
- Strong interpersonal skills.
- Excellent writing, research, and analytical skills.
- Demonstrated proficiency with Google Suite and Microsoft Office.
- Bachelor's degree or its equivalent preferred.

This is a full-time, salaried position. Regular hours are 9:00 to 5:00 Monday through Friday. Benefits include three weeks of paid vacation each year; a mental health week office closure in August; all federal holidays as days off; one floating holiday per calendar year; and five days of sick leave each year. The Center is closed between Christmas and New Year; these are considered holidays. Benefits also include a SIMPLE IRA retirement plan 2% match, professional development, and an employer-paid medical/dental insurance plan.

Individuals with lived experience are encouraged to apply. The Human Trafficking Legal Center is an equal opportunity employer and does not discriminate based on race, ethnicity, national origin, gender, gender identity, sexual orientation, marital status, pregnancy, citizenship, age, religion, disability, status, genetic information, military status, or any other classification as provided by law.

This position is hybrid and will require working in the organization's Washington, D.C. office as needed. Authorization to work in the United States is required.

Applicants should submit a brief cover letter (including how you heard of this opening), resume, writing sample, and contact details for two references to info@htlegalcenter.org with subject line "Communications Associate."