



## **Job Description**

### **Communications Manager**

**Position:** Communications Manager

**Organization:** The Human Trafficking Legal Center

**Location:** Washington, D.C. This position is hybrid and will require working in the organization's Washington, D.C. office at least 1 day each week and as needed to perform job duties. Candidates must live within commuting distance of the D.C. office.

**Employment Type:** Full-time

**Salary Range:** \$60,000-\$65,000

**Application Deadline:** Applications considered on a rolling basis.

**Anticipated Start Date:** Immediately

### **Position Description:**

The Human Trafficking Legal Center is seeking a passionate, skilled, and creative individual to lead the organization's communications work. The Communications Manager will report directly to the President and be responsible for all aspects of the organization's communications. The Communications Manager will work directly with programmatic staff to create social media content, publish reports and newsletters, issue press releases, and increase engagement with the organization's work.

### **The Mission:**

We are a bridge to justice for trafficking survivors. The Human Trafficking Legal Center connects trafficking survivors with pro bono representation so they can seek justice and thrive. We demand accountability from traffickers, from governments, and from corporations.

### **Responsibilities**

- Design strong visual materials for social media campaigns across all platforms (Facebook, Instagram, LinkedIn, X, Threads, Bluesky, and YouTube).
- Create and post original social media content for outreach/advocacy campaigns.
- Increase social media engagement and maintain the organization's social media accounts.
- Track metrics for all social media accounts and present updates to the Board of Directors on a quarterly basis.
- Develop and execute a communications strategy for the organization.
- Draft press releases to publicize the organization's legal work and successes.
- Conduct research to support communications.
- Work closely with programmatic staff to identify and draft communications content.
- Update and maintain the website.

- Manage and analyze audience engagement data, including website, social media, and other relevant communications metrics.
- Monitor online content on issue areas related to the Human Trafficking Legal Center's mission.
- Identify key influencers and media targets.
- Maintain and build press lists, identify press opportunities, and track press coverage.
- Assist in creating and compiling outreach materials for public programs.
- Attend programmatic events to identify, draft, and publish communications content.
- Participate on the team planning and executing the annual fundraising On My Side Celebration under the leadership of the Operations and Events Manager.
- Draft and publish a quarterly newsletter profiling the organization's impact.
- Design the organization's reports and publications.
- Develop release/launch strategies for the organization's publications and social media campaigns.
- Manage consultants working with the organization on communications-related projects.

#### **Qualifications:**

- 3-5 years of experience in a journalism, social media engagement, or communication role.
- Experience with designing original social media content on Canva.
- Experience with Adobe Suite, Hootsuite, Mailchimp, and WordPress required.
- Experience using social media platforms including Facebook, Instagram, X, LinkedIn, Threads, Bluesky, 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 collaboratively on teams.
- Ability to work well independently.
- Strong interpersonal skills.
- Excellent writing, research, and analytical skills.
- Excellent design skills and experience designing publications.
- Demonstrated proficiency with Google Suite and Microsoft Office.
- A sense of humor.
- Bachelor's degree or its equivalent experience required.

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, one floating holiday per calendar year, your birthday as a holiday, and five days of sick leave per year. We offer up to twelve weeks of parental leave through the DC Paid Family Leave Program. We observe all federal holidays as paid days off, including the Friday after Thanksgiving. The Human Trafficking Legal Center office is closed for a mental health week one week in August each year. The office is also closed between Christmas and New Year; these weeks are considered paid time off.

The Human Trafficking Legal Center makes an annual contribution equal to 2% of each employee's annual earnings to an Ascensus Trust SIMPLE IRA. Employees may also make voluntary contributions to this account each month from pre-tax earnings.

The Human Trafficking Legal Center provides 100%-employer-paid medical, dental, and vision care insurance for employees. Employees have the option to pay for coverage of dependents through salary deductions.

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. Candidates with lived experience are encouraged to apply.

**This position is hybrid and will require working in the organization's Washington, D.C. office at least 1 day each week and additional days as needed to perform job duties. Candidates must also live within commuting distance to the Washington, D.C. office**

Please email a cover letter, resume, and a list of three references to [applications@htlegalcenter.org](mailto:applications@htlegalcenter.org). Applications will be reviewed on a rolling basis until a candidate is selected.