



**CAREER OPPORTUNITY:
Communications Specialist
ACLU Fund of Eastern Missouri**

The **American Civil Liberties Union of Eastern Missouri** is a non-profit, public interest organization devoted to protecting individual liberties and civil rights. The ACLU Foundation of Eastern Missouri acts in spirited defense of the Bill of Rights and our nation's civil rights laws. A staff of 9 employees and numerous volunteers work in a fast-paced, friendly environment. We now seek a full time Communications Specialist. The organization is headquartered in St. Louis.

The Communications Specialist oversees most written communications, media relations, and events, working cooperatively with staff to develop public relations and marketing strategies that advance ACLU-EM programs. The position reports to the Executive Director.

Duties

- Create and implement a rolling 3-year public relations strategy to further ACLU-EM agenda.
- Develop and implement media campaign to publicize litigation, legislative and public education agendas.
- Build and sustain constructive working relationships with key individuals in media outlets throughout Eastern Missouri, to increase opportunities for media coverage for ACLU-EM agenda.
- Write, edit, and produce compelling press releases, publications, opinion pieces and talking points for staff that advance the ACLU-EM agenda.
- Draft, approve, and coordinate press releases with volunteer attorneys and their firms.
- Develop, update, and post web materials (including Facebook) to increase and sustain on-line interest in ACLU-EM campaigns.
- With Development Director, create compelling messages and appeals for use in membership and fundraising communications.
- Coordinate the development of multi-media materials to advance ACLU-EM campaigns.
- Produce ACLU-EM publications including the annual report.
- Manage the production of the CAN program of monthly email action alerts.
- Coordinate media activities surrounding events, symposia, conferences, protests and press conferences organized by the ACLU-EM.
- Provide on-going support to the Executive Director by facilitating media interviews and other opportunities for media exposure.
- Develop and produce ACLU-EM special events, including the Annual Bill of Rights Celebration.

The ideal candidate will have the following qualifications:

- Extraordinary leadership skills;
- Substantial experience (minimum of five years) in media relations and developing communications strategy;
- Experience in one or more of the following; journalism, web journalism, media relations, marketing, general communications, editing, creating advocacy materials including newsletters and website content;
- Excellent communication skills, both written and oral;
- Familiarity and/or expertise in a broad range of civil liberties issues, including those emerging from the aftermath of September 11 and criminal justice issues, and equal justice on the basis of race, gender, disability, and sexual orientation;
- Experience creating advocacy and membership materials including newsletters and content for member/activist website.
- Willingness to travel to events and meetings throughout the state
- Willingness/ability to work some evenings and weekends as appropriate

Personal Characteristics

- Personally committed to advancing the ACLU's values, mission, goals and programs, with an understanding of the range of civil liberties issues and their implications.
- An energetic person who can handle and prioritize multiple activities and responsibilities; a self-starter and finisher.
- A team player who inspires collaboration and functions decisively; is flexible and is well organized.
- Emotionally mature and self-confident, with a sense of humor in order to maintain balance and perspective

Salary and Benefits

The ACLU-EM offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of the ACLU-EM compensation scale.

Application

Please submit your application and a writing sample by **5:00 p.m. on Friday, February 17, 2012.** Electronic applications in MS Word preferred. Submit a letter of interest, current résumé, a writing sample (less than five pages), a 3-5 year salary history and the names and telephone numbers of three references to:

ACLU of Eastern Missouri Fund
Attn: Debbie Read, Executive Assistant
454 Whittier Street
St. Louis, Missouri 63108
OR
application@aclu-em.org

NO CALLS OR UNSOLICITED REFERENCES PLEASE.

The ACLU Fund of Eastern Missouri is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual or transgender people to apply.