



Communications Associate

OPEN POSITION

League of Women Voters of New Jersey

www.lwvnj.org

The League of Women Voters of New Jersey, a nonpartisan political nonprofit, works to empower voters and defend democracy. Founded over 100 years ago, we make democracy work by protecting voting rights and encouraging robust civic participation. We envision a people-powered democracy actively dismantling systemic racism and removing all barriers to full participation in our government.

Position Summary:

The Communications Associate works to elevate the voices of League members and the communities we serve, while raising the visibility of the organization to advance our mission and policy priorities. The Communications Associate is responsible for developing and delivering impactful day-to-day communications content. This includes traditional media campaigns, digital campaigns, website content, and marketing and development campaigns.

Goals and Responsibilities (including, but not limited to):

- Maintain strong brand identity across the organization's programs and local League chapters
- Provide communications training and assistance to local League chapters
- Create compelling digital content and campaigns to advance the League's legislative goals and voter education efforts
- Create talking points for League campaigns across multiple complex issues
- Write powerful op-eds, press releases, quotes, speeches, blogs, and other content to advance the League's policy and education priorities
- Respond to press inquiries and develop relationships with the press
- Develop and create materials to grow membership, raise funds, and promote events
- Create graphic elements for online and print materials including social media graphics, reports, fundraising, and membership materials
- Develop and create video content
- Draft impactful email content for various audiences
- Attend events and provide real-time content
- Connect with members and impacted communities to tell compelling stories
- Track and grow media mentions and social media engagement
- Improve and maintain League websites
- Collaborate across program, operations, development, and executive departments to meet organizational goals

Qualifications:

The ideal candidate is a highly creative, innovative, and strategic thinker. They possess excellent communication skills, both in-person and in writing, and can quickly articulate the League's story to resonate with various audiences. They have a deep commitment to racial, social, and economic justice. They connect with our mission and are excited to find a small work environment where they can make a true impact and grow in the role.

- A commitment to the League of Women Voters' mission and values
- Excellent interpersonal and communication skills
- Experience maintaining websites
- Proficient in design tools (ex. Adobe, Canva) and graphic design
- Knowledge of social media platforms, tools, and digital campaigns
- Experience with Everyaction (CRM) a plus
- 2 years of communications experience or equivalent education preferred

The Communications Associate reports to the Executive Director. The non-negotiable salary range is \$45,000 - \$50,000. This is a hybrid position, and applicants can expect 2 days a week on-site in our Trenton, NJ office. The position involves travel around New Jersey during and outside of normal business hours and requires some evening and weekend work for meetings when necessary. The work week is 37.5 hours.

Benefits include 100% employer paid comprehensive health and dental plans for individual employees plus partial family coverage, life insurance, vision reimbursement, and wellness/fitness reimbursement. In addition, generous time off includes 20 PTO days, 12 sick days, 3 self-care days, 2 volunteer service days, 90 days of parental leave, and a 30-day sabbatical after 5 years of service to the organization.

Commitment to Diversity, Equity, and Inclusion

The League of Women Voters of the United States is committed to a diverse and inclusive workplace based on equal opportunity. The League is committed to hiring staff that reflects this country's full range of racial, ethnic, cultural, sexual orientation, and socioeconomic identity, a workplace where true diversity is fostered, and different perspectives are valued and freely exchanged. We encourage women, minorities, and individuals from traditionally underrepresented communities to apply.

To apply: Please email resume and cover letter to jburns@lwvnj.org. Samples of previous work are encouraged.