



COMMUNICATIONS STRATEGY & OPERATIONS CONSULTANT

Part time with path to full time

[Election Reformers Network](#) (ERN) is a nonprofit organization working to fortify U.S. elections against rising polarization.

POSITION SUMMARY

ERN is seeking an insightful, flexible communications professional with democracy experience and familiarity with nonprofit advocacy. The position available would start as a Communications Consultant working 50% - 75% time; for the right person, this could grow into a full-time Communications Director role. The work combines designing firmwide communications strategy with review and improvement of our website, and hands-on communication campaign execution. The ideal candidate will be a talented communicator and strategic thinker with good relationships among democracy reporters, familiarity with legislatures and election reforms, and the ability to translate election policy issues into compelling messaging for diverse audiences.

KEY RESPONSIBILITIES

- Provide communications perspective to the development of firmwide strategic planning
- Review ERN's website and social media presence and design and implement improvements;
- Draft and edit external communications materials, including press releases, media pitches, website copy, email newsletters, and social media posts;
- Build and maintain relationships with journalists and help increase media coverage for ERN;
- Identify opportunities to elevate ERN's visibility and influence;
- Track and report on communications metrics.

REQUIRED EXPERIENCE AND SKILLS

- At least five years of experience in communications, journalism, nonprofit advocacy, or a related field;
- Experience developing and executing communications strategy;
- Experience with website design and content management;
- Exceptional writing and editing skills, with the ability to communicate complex ideas clearly;
- Good relationship skills and experience networking with media and securing press coverage;

- Ability to manage multiple communications channels and projects simultaneously;
- Familiarity with election policy, election administration, or democracy reform;
- Familiarity with communications in the context of state legislation;
- Ability to work independently and collaboratively in a remote environment;
- Passion for strengthening American democracy, and a commensurate ability to understand different political perspectives.

POSITION DETAILS

This position is remote and offered on a consulting basis at 50% - 75% time. For the right candidate, this could grow into a full-time Communications Director role.

The Communications Consultant will report to the Executive Director.

APPLICATION INSTRUCTIONS

Interested candidates should submit a cover letter and resume by email to info@electionreformers.org with the subject line “Application: ERN Communications Specialist.”

ABOUT ELECTION REFORMERS NETWORK

Election Reformers Network is a nonpartisan 501(c)(3) advocacy organization founded in 2017 by election experts with extensive reform experience in the U.S. and overseas. Election Reformers Network is committed to a diverse workplace, seeking voices and expertise from people from across the political spectrum. We are committed to equal employment opportunities (EEO) for all applicants seeking employment. ERN makes consultant decisions based on organizational needs, job requirements and individual qualifications without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, personal appearance, military status, gender identity or expression, genetic information, political affiliation, educational status, unemployment status, place of residence or business, source of income, or reproductive health decision making. Additionally, harassment or discrimination based on these characteristics will not be tolerated at ERN. To perform the essential functions of this position, reasonable accommodations are available to qualified individuals with disabilities.