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Media Manager

Employer	National Women's Law Center
Location	Washington D.C.
Posted	Sep 04, 2015
Closes	Oct 09, 2015
Function	Editor, Journalist and Freelance Writer, Marketing and Public Relations
Industry	Nonprofit
Career Level	Experienced (Non-Manager)
Hours	Full Time

The National Women's Law Center seeks a Media Manager to raise the visibility of the organization and advance the Center's work in all its program areas through outreach to both traditional and online media outlets.

The Organization

For over 40 years, the National Women's Law Center has expanded the possibilities for women and girls in our country. The Center uses the law in all its forms: getting new laws on the books; litigating ground-breaking lawsuits all the way to the Supreme Court; and educating the public about how to make the law and public policies work for women and their families. The Center's experienced staff take on the issues that cut to the core of women's and girls' lives in education, employment, health and reproductive rights, and family economic security, with special priority given to the needs of low-income women and their families. For more information on the Center, visit www.nwlc.org.

Job Duties and Responsibilities

The Media Manager will gain visibility for the Center's concerns, reports, and campaigns in the areas of economic security, education, employment and judicial nominations with a focus on health and reproductive health care. The position will raise awareness of these issues in both traditional state and national media outlets as well as online media.

Responsibilities include:

- Help design and implement strategic communications plans and messages.
- Write media materials, including statements, press releases, pitches, op-eds, letters to the editor, and editorial board memos.
- Write other communications materials such as annual reports.
- Conduct outreach to journalists.
- Respond to media requests.
- Handle media logistics such as press databases.
- Help organize media teleconferences and other events.

Qualifications

Applicants should have a bachelor's degree; minimum of three years of experience in journalism or public relations, especially at a non-profit organization, public relations agency, political campaign or Capitol Hill; excellent writing skills; the ability to write quickly and pitch spokespeople under pressure, work well with competing priorities, and manage projects involving multiple people from across the department and organization; experience placing stories in a competitive environment; excellent verbal skills, and attention to detail and accuracy. Experience working with media databases such as Cision or Meltwater a must. Knowledge of women's issues a plus.

Application

If you are interested in joining the NWLC team, submit a cover letter describing your qualifications, communications abilities and experience; media placements; salary requirements, including salary history; resume; two short writing samples, and three supervisory references. Electronic submissions are preferred. Please send materials to humanresources@nwlc.org and include position title in the subject line. Hard copies may be addressed to: Human Resources Department, National Women's Law Center, 11 DuPont Circle, Suite 800, Washington, DC 20036, FAX: 202-588-5185. Applications accepted until position is filled. No calls please. EOE.

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