JOB POSTING

JOB TITLE: Deputy Director of Communications
SALARY RANGE: Commensurate at $80,000 based on experience
CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.
FLSA Classification: Exempt/Salaried, full-time, regular
REPORTS TO: Director of Communications
START: Immediately
LOCATION: Los Angeles, CA Headquarter Main Office

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made up of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinion, and change policies to achieve full human, civil and labor rights. Guided by the power, love, and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION DESCRIPTION:

The Deputy Director of Communications is responsible for managing and supporting the planning, coordination strategy, and execution of communications department strategic communications plan. The Deputy Director is a key member of the communications team and supports all aspects of content, outreach, and promotion via traditional and new media, in coordination with the Communications Director. This position will supervise and work directly with communications and program staff to create, promote and disseminate CHIRLA’s key messages through earned media, publications, web platforms, videos, social media, events, and marketing campaigns. The Deputy Director will lead department activities and staff, in the absence or with instructions from the Director of Communications. The ideal candidate has a strong interest in CHIRLA’s core principles; is skilled at working independently and as part of a team; and is able to demonstrate initiative, professionalism, and attention to detail. This position reports to the Director of Communications.

DUTIES AND RESPONSIBILITIES:

• Assist in designing and executing CHIRLA’s strategic communications plan, setting measurable goals and objectives.
• Supervise and manage work expectations and deliverables by members of the communications team including the Web Content Coordinator, Graphic Designer, and Communications Associate. Assist with supervision and management of work expectations, deliverables of the Social Media Coordinator and the Digital Media Content Coordinator
• Execute the implementation of projects, campaigns, and other effective communication strategies and report to Communications Director on useful metrics
• Develop guidance and support, including capacity-building opportunities for communications team members, as well as others in the organization who may need communications capacity building
In coordination with the Social Media Coordinator, edit program material, including fact sheets, position papers, e-blasts, web content, marketing materials, video scripts, speeches, and board presentations.

Review articles, posts, fact sheets, press releases and statements, e-newsletters, and other content needed on organizational activities, programs, and members.

Oversee website development and coordination of its content.

Oversee development and cohesive execution of systems that work well organization-wide.

Represent communications department and team at meetings and gatherings and lead department activities as required.

Develop and execute training opportunities for staff, community members and partner organizations to grow the team of organization and movement spokespersons.

Strengthen relationships with key members of the media.

Participate in periodic debriefs and reporting with Communications Director and other team members around messaging, project updates, metrics, and progress to date.

Ensure weekly, monthly, and quarterly reports are submitted timely and include helpful and comprehensive details about program activities.

Conduct research and activities that assist the fundraising program for department sustainability.

Assist in the writing of grants and proposals as necessary for communications department sustainability.

Other duties as assigned.

SKILLS AND QUALIFICATIONS:

- Bachelor’s degree in communications, journalism, or related field preferred.
- Excellent written and verbal communication skills in English and Spanish.
- Bilingual (Spanish) highly desired.
- Knowledge of AP style and strong editing skills.
- Strong planning, organizational, and supervisory skills.
- Ability to meet deadlines and effectively manage multiple tasks.
- Ability to work well in a team-oriented environment.
- Ability to creatively find solutions to challenges.
- Ability to anticipate, manage, and resolve conflicts.
- Must be able to travel to multiple CHIRLA sites, including Sacramento and Washington, DC.
- Must have own transportation and a valid driver’s license.
- Three to five years’ relevant professional communications experience.
- Must have experience with social media and online marketing campaigns.
- Must have working knowledge of Adobe Creative Suite, particularly Photoshop and Lightroom, and must have working knowledge of website platforms such as WordPress.
- Familiarity with CMS platforms such as Salesforce, as well as plug-in application platforms such as Phone-to-Action and Form Assembly preferred.
- Familiarity with Meltwater, Cision or equivalent platform preferred.
- Experience with Microsoft Office (especially Word, Excel, PPT).

Send resume and cover letter to: jobs@chirla.org
Subject Line should read: Deputy Director of Communications.