



Associate Director of Communications National Fair Housing Alliance

The **National Fair Housing Alliance (NFHA)** is seeking a highly motivated self-starter to build and expand NFHA's brand. We are a national civil rights organization dedicated to identifying and eliminating all forms of housing, lending and insurance discrimination in America—that includes challenging hate speech and activities.

Do you care about equality and justice? Are you inspired by developing creative, effective communications? Then you will fit right in with the passionate people at NFHA who, every day, educate, litigate and fight housing discrimination in its institutionalized forms. We are a small non-profit of 20 people who collaborate as a team and support one another with ideas and mentoring in a friendly and collaborative environment. NFHA is looking for someone to help amplify our great mission and teach people to recognize and report discrimination through social and other media platforms.

Title: Associate Director of Communications

Salary Range: \$55,000

Immediate Supervisor: Executive Vice President

Deadline for Submission: January 31, 2017

Educational Requirements: Minimum of a Bachelor's degree in communications or related field.

Experience Requirements: A minimum of three years of experience in communications is required. The individual must be a highly motivated self-starter with interest in building and expanding NFHA's brand. The candidate must possess excellent management, interpersonal, strategic planning, communication and writing skills and be organized, creative and effective. Candidate should possess a personal commitment to civil rights.

Position: The Associate Director of Communications will establish and help guide the strategy for all communications, including media relations, NFHA's website and social media platforms.

Essential Duties and Responsibilities:

- Help build and expand NFHA's brand through the development of robust social media and increasing NFHA's presence online. This includes completing the development of our a new website and coordinating ongoing website updates and maintenance

- Manage the development, distribution, and maintenance of all print and electronic media including, but not limited to, e-newsletters, brochures, press releases, social media and NFHA's website
- Experience with Drupal, Adobe Photoshop, Adobe InDesign or Microsoft Publisher, and online mail management services (i.e. - MailChimp/Constant Contact or similar) is preferred
- Proficiency with various social media sites, including but not limited to Facebook, Twitter, Instagram, LinkedIn and YouTube is a must

NFHA is an equal opportunity employer. Salary is commensurate with experience. NFHA provides excellent benefits, including major medical insurance, 403 (b) contribution, vacation and paid sick leave.

Please submit a cover letter and resume plus a sample news release, e-newsletter, or website content segment written by you on or before January 31, 2017 to:

National Fair Housing Alliance
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Washington, DC 20005
personnel@nationalfairhousing.org