



## **Communications Associate**

The National Fair Housing Alliance (NFHA) is a consortium of private, non-profit fair housing organizations from throughout the United States dedicated to promoting equal housing, lending and insurance opportunities through education, enforcement, training and research. The Communications Associate is responsible for assisting the Director of Public Policy and Communications with internal and external communications designed to promote NFHA through the development and updating of the website, and preparation of materials for the media, Capitol Hill, the Administration, NFHA members, the public and others. The Communications Associate uses mainstream and social media and other tools to advance NFHA's goals and is responsible for maintaining NFHA's website.

**Title:** Communications Associate

**Immediate Supervisor:** Director of Public Policy and Communications

### **RESPONSIBILITIES:**

Manage technical distribution of NFHA external communications in coordination with public policy staff including: develop messaging points for NFHA's key issues; maintain and regularly update NFHA website; maintain NFHA communications through the Salsa platform and via email, including news releases, action alerts and event announcements; create and implement targeted actions and petitions regarding issues of relevance to NFHA; develop and maintain NFHA blog; coordinate staff with regard to blog and other website posts; manage and expand NFHA's presence on social networking sites including but not limited to Twitter and Facebook; monitor technological innovations that will enhance the efficacy of NFHA communications, policy and other work, and advise senior staff about implementation of relevant tools.

Serve as first contact with the media. Draft media advisories, news releases, and other documents. Monitor media coverage, maintain and enhance media contacts and database. Serve as first person contact with the media and effectively direct media calls and pitch stories or op-ed pieces on NFHA's behalf to media organizations. Work with NFHA members to enhance local and national visibility. Assist with all media relations

and coordination of news conferences. Represent NFHA during public meetings and on other occasions. Assist the public policy and communications team in any capacity required.

Other duties as assigned.

#### **QUALIFICATIONS:**

Proficiency with website maintenance and experience with communications required; experience with graphic design preferred; experience with web and graphic design for social justice causes preferred. Experience with the Drupal content management system and Salsa communications tools preferred. Excellent written and oral communication skills, including messaging campaigns. Ability to multitask and complete project tasks on time under pressure. Flexible and a team player as well as self-motivated and independent. Competency in use of office software including Microsoft Office Suite. Demonstrated commitment to fair housing and/or civil rights. College degree required. Willingness to learn and sense of humor essential.

#### **CONTACT:**

Please send cover letter, resume, writing sample, and web and/or graphic design sample to [dswesnik@nationalfairhousing.org](mailto:dswesnik@nationalfairhousing.org).

**NFHA supports affirmative action and is dedicated to promoting equal employment opportunity.**

*Posted: March 4, 2014*