



## **JOB ANNOUNCEMENT**

**The New Mexico Environmental Law Center (NMELC) is seeking applications for a Communications Specialist dedicated to NMELC's mission of working with communities to advance environmental justice and human rights.**

**JOB TITLE:** Communications Specialist

**START DATE:** October 2020

**REPORTS TO:** Executive Director

**JOB SUMMARY:** The Communications Specialist will lead the organization's internal and external communications, and will create communications' processes that further the organization's mission.

**JOB LOCATION:** NMELC is currently following a remote work plan given the continued pandemic. Opportunities for working remotely beyond the pandemic can be negotiated.

**COMPENSATION & BENEFITS:** Full-time/exempt annual salary of \$45,000-\$48,000 depending on experience. After a qualifying period, benefits include health, dental, and vision insurance, 403(b) and paid leave.

### **DUTIES AND RESPONSIBILITIES:**

- Develop and implement an effective communications strategy that will help to organize and expand the presence of the law center
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's mission and on-going activities
- Actively engage and work with communities the law center serves and represents as part of building a strong communications process
- Develop ongoing communications-related strategies including campaigns, community engagement, public education, among others
- Manage and expand the organization's presence across various social media platforms
- Coordinate with appropriate staff to respond to media inquiries and arrange interviews
- Establish and maintain effective relationships with the press and maintain a media database
- Seek opportunities to enhance the reputation of the organization and its work, and help to coordinate ongoing events
- Work closely with Development Team and other staff to create, coordinate, and manage communications and campaigns

### **REQUIRED SKILLS:**

- Must embrace the Law Center's mission and be dedicated to creating a diverse, equitable and inclusive work environment
- Knowledge of effective communication and marketing techniques and the importance of centering diversity, equity, and inclusion throughout
- Excellent writing and editing skills
- Strong organizational, problem-solving, time-management, planning skills and experience

- Proficiency in design and publishing software
- Proficiency in all social media platforms including knowledge of social media best practices and use
- Experience in web design and publication, preferably using Wordpress and/or Wix
- Excellent interpersonal skills and solid public speaking ability
- Ability to make complex and controversial issues more understandable
- Creative, self-starter attitude
- Organized and inspiring team leader and member

**PREFERRED SKILLS:**

- Bilingual (Especially Spanish and/or Native Languages)
- Education and/or experience working with LGBTQIA, frontline, and Black, Indigenous, People of Color (BIPOC) communities
- Education and/or experience with environmental justice issues
- Graphic design experience
- Audio/Video editing experience (e.g. creating short videos/ads and/or podcasts)

**EDUCATION AND EXPERIENCE:** Bachelor's degree and at least 2-4 years of demonstrated experience working in communications, public relations, and/or marketing

**PHYSICAL REQUIREMENTS:** Prolonged periods of sitting at a desk and working on a computer. Ability to lift up to 25 pounds at a time. Periodic ability to travel long distances.

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**APPLICATION DEADLINE: September 21, 2020**

**Applicants should submit resume, cover letter, work samples (optional), and three references electronically to Dr. Virginia Necochea, Executive Director at [vnecochea@nmelc.org](mailto:vnecochea@nmelc.org). All required documents must be submitted electronically. Incomplete submissions will not be considered. Interviews may be conducted via online video conference based on guidance from government/health agencies.**

**The NMELC is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Persons of color, women and LGBTQIA candidates are encouraged to apply.**

Visit us to learn more at [www.nmelc.org](http://www.nmelc.org)