



COLORADO CENTER on LAW & POLICY

Justice and Economic Security for all Coloradans

JOB ANNOUNCEMENT – DIRECTOR OF COMMUNICATIONS

The Colorado Center on Law and Policy and Colorado Fiscal Policy Institute, a project of CCLP, seek to hire a Director of Communications.

The Colorado Center on Law and Policy (CCLP) mission is to secure justice and economic security for *all* Coloradans. CCLP has three major program areas – welfare reform, health care policy, and the work of the Colorado Fiscal Policy Institute (COFPI). As poverty law experts, CCLP has a proven track record of increasing and protecting access to public programs that help low-income people through advocacy, policy development, legal analysis and litigation. The Colorado Fiscal Policy Institute helps inform and supports the efforts of CCLP and other community advocates with quality research, timely and accessible tax, budget and fiscal policy analysis and education.

General Description

The Director of Communications oversees communications programs that effectively promote the Colorado Center on Law and Policy and the Colorado Fiscal Policy Institute, their legislative and public policy goals, and their signature projects. Manages communications outreach, public opinion research, and relationships with advertising firms, communications consultants, and other vendors. Develops and maintains relationships with statewide media.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Develops and maintains relationships with statewide media - fulfills media requests for information, maintains contact list, schedules print and other interviews, etc.
- Responsible for direct communications outreach; Manages email campaigns, social networking platforms, new media/multimedia projects, and coalition communications.
- Expands outreach to media and press that serves minority and low-income communities.
- Working with staff and other consultants develops and implements a comprehensive communications plan.
- Edits publications and all other external communications to assure consistency of style, readability and message.
- Monitors media coverage related to Colorado Center on Law and Policy projects and issue areas of interest.
- Writes and edits press releases, op-eds, and other appropriate promotional materials for the organization.
- Provide media training and advice to policy staff and facilitates message development through regular meetings with staff.
- Performs other duties as assigned.

QUALIFICATIONS

- Excellent writing, editing, speaking and analytic skills.
- Ability to explain complex issues to multiple audiences, including policymakers, community based organizations, media and the public.
- Ability to work democratically and effectively with diverse groups and people.
- A demonstrated ability to meet deadlines, manage competing priorities and work independently.
- Self-motivated, organized and adaptable.
- Experience using web-based new media technologies for promoting issues. Familiarity with desktop and internet publishing and database management software.
- Spanish language proficiency desirable.
- Must have demonstrated commitment to the mission and goals of the Colorado Center on Law and Policy and Colorado Fiscal Policy Institute.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Colorado Center on Law and Policy strives to be an inclusive organization, and as such takes affirmative action to insure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law. Persons of color and persons fluent in Spanish are encouraged to apply.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from an accredited college or university; or five or more years related experience and/or training; or equivalent combination of education and experience. Bachelor's degree in related discipline preferred.

COMPENSATION

Salary range \$50,000-\$67,500 including benefits.

TO APPLY

Please EMAIL resume, brief writing sample, cover letter and the names and contact information of three references by November 13, 2009 to:

Rita Young
Director of Administration
Email: ryoung@cclponline.org
Subject Line: Communications Director

Colorado Center on Law and Policy
789 Sherman Street, Suite 300
Denver, Colorado 80203

The Colorado Center on Law and Policy is an equal opportunity employer that values workplace diversity.