



812 SW Washington, Ste. 225, Portland, OR 97205 | 503-525-8454 | www.nwjp.org

Northwest Workers' Justice Project seeks a Bilingual Communication Coordinator

The Northwest Workers' Justice Project protects workplace dignity by supporting the efforts of low-wage, immigrant and contingent workers to improve wages and working conditions and to eliminate imbalances in power that lead to inequity. We offer high-quality, direct legal assistance to workers and their organizations; support organizing efforts; educate workers, their leaders and the public about workplace rights; advocate for better employment laws; and promote greater access to low-cost employment legal assistance.

Our office is in Portland, Oregon. We all are currently working remotely, and the amount of work-from-home is negotiable once the office reopens. This is listed as a full-time, 40-hour a week position, but FTE is also negotiable.

Position description:

NWJP seeks a bilingual Communications Coordinator to help articulate a vision of racial and economic justice to a wide audience that includes low-wage and immigrant workers building power for systemic change, specifically by connecting to NWJP's donors, clients and the public across various media and communication platforms.

Duties may include:

- Managing NWJP's WordPress website, social media, email and other digital communication channels;
- Supporting Program Administrator and Director in the creation and distribution of fundraising appeals and event promotions, including drafting and designing content;
- Maintaining NWJP's donor database and regular communications with donors;
- Working with staff in the creation and distribution of client information and Know-Your-Rights content in English and Spanish designed to empower low-wage and immigrant workers and support collective action;
- Supporting attorneys and coalition partners in identifying, leveraging and developing opportunities to secure media coverage, including helping draft press releases and op-eds;
- Helping prepare clients and spokespeople to speak to press and in legislative meetings and hearings;
- Maintaining the Low Wage Worker Legal Network listserv membership and training archive;

- Working to create external communications and events that have a consistent voice, look, and feel to create a NWJP brand identity and lift up core messages and calls to action;
- Researching, procuring and integrating new communication tools and technologies with NWJP's existing systems as needed.

The position requires the ability to work well with co-workers and a variety of external partners including donors, clients, attorneys, media reporters, unions, civil and immigrants' rights organizations, and community and other advocacy groups.

The ideal candidate will possess a combination of the following skills and experience:

- Experience in the field of communications, content development, writing, social media, non-profit marketing, development or similar;
- Bicultural or cultural competence to reach a wide range of supporters, allies and clients;
- Strong English-language skills and medium-to-high proficiency in spoken and written Spanish required;
- Passion and proven commitment to social and worker justice and a desire to disrupt existing systems of oppression;
- Ability to work both independently and as a team player;
- Strong organizational skills, responsible follow-through and flexibility around reacting quickly to changing priorities;
- Ability to be detailed-oriented with excellent time management skills;
- Strong oral and written communication skills;
- Strong tech skills, including social media tools, WordPress, basic database management, MS Office suite, Mailchimp, Word Press and Googles suite.

How to apply:

We will be hiring to start the last week in April, if possible. Review of applications will begin immediately and continue until the position is filled.

Please send a cover letter, resume, writing sample and a list of three references to Corinna Spencer-Scheurich, Director, at jobs@nwjp.org. Please include the posting you are applying for in the subject line.

NWJP strives to be an affirming, positive, diverse work environment and is an equal opportunity employer. We strongly encourage applicants who will contribute to our diversity and/or who come from our client communities to apply.

Salary:

Flexible FTE with .8 FTE or more preferred. Salary is commensurate with salary paid by Oregon legal services programs, which depends on experience. As an example, a successful, bilingual

candidate with 0-5 years of experience working full time would expect to make \$43,100 to \$50,100 a year, but applicants with more experience are encouraged to apply and would be paid according to experience.

NWJP offers a medical, vision and dental plan that is covered 100% for employees and offers a small contribution to child coverage. NWJP has a flexible work schedule, although this position will be asked to participate in meetings during regular office hours. NWJP provides paid vacation, sick days and holidays.