

Associate Director of Communications and Media

Los Angeles, CA

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek an **Associate Director of Communications and Media** to help develop and execute a national media strategy and plan, playing a critical role in providing written content and developing social media.

Job Responsibilities: Reporting to the Vice President of Communications and Media, the Associate Director of Communications and Media is responsible for proactively cultivating relationships with reporters, editors, producers, bookers, bloggers, and other media professionals working for both English and Spanish-language outlets, networking in person, over the phone and/or by email; drafts and edits news releases, media advisories, op-eds, blog posts, letters to the editor, fact sheets, talking points and other press materials; develops and strategizes media plans and organizes press conferences, teleconferences, and other media events; provides media training for staff and clients to prepare them for interviews; supports attorneys by identifying interview opportunities, facilitating interview requests, and preparing advance materials or talking points; exercises judgement to prioritize media opportunities; assists in the development and implementation of an integrated, strategic communications plan that promotes MALDEF's work across a broad platform of media outlets, including social media; fills in for Digital Media Specialist or VP of Communications and Media as required.

Qualifications and Experience: A minimum of five to seven years of experience in communications or journalism is preferred, along with exceptional editing and writing skills; familiarity with WordPress, Canva, various social media platforms, and Meltwater, as well as familiarity with Associated Press style is required. Bachelor's degree in communications or journalism preferred. Equivalent experience may be substituted for educational requirement.

Knowledge, Skills and Abilities: The successful candidate will be a deft writer with demonstrated web savvy and skill, knowledgeable of current civil rights issues, and able to respond to quickly changing events and priorities. Must be detail-oriented, able to handle stressful situations professionally as part of a collaborative team and an excellent networker with the ability to establish and maintain good relationships with media professionals. The ability to read, write, and communicate exceptionally well in English is required; the ability to speak and understand Spanish is desirable. Must be able to travel by automobile and/or airplane as required.

Compensation: \$70,000 - \$90,000/year DOE. MALDEF's generous benefits package includes: employer paid medical, dental, vision for employees and their eligible dependents; employer paid short and long term disability insurance; life insurance; an employee assistance program; a 403(b) retirement plan with direct employer contribution and match; 20 days of personal time (PTO); and eleven paid holidays each year.

How to Apply: Send cover letter and résumé by email to: jobs@maldef.org. For ease of processing please title your email as follows: **Your Name – LA Associate Director of Communications and Media**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

Position Open Until Filled. ■ Equal Opportunity Employer

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Friend us on Facebook: **Maldef HR**
Follow us on BlueSky: [@maldefjobs.bsky.social](https://bsky.app/profile/maldefjobs.bsky.social)