Job Announcement
Communications Coordinator

Position Summary: DPLF seeks a creative communications professional with knowledge of the Latin American human rights context, who can help us effectively communicate our work through traditional and digital media. The ideal candidate is someone with the ability to support multiple initiatives throughout the region, who can communicate with a diverse audience including activists, government officials, and journalist. This position reports to the Director of Institutional Development and Finance, and works closely with the Executive Director and Program Directors.

Qualifications and job requirements:
- BA degree, or equivalent, in international relations, communications, journalism, or related program.
- Experience with social media and/or traditional communications.
- Excellent research, writing, editing, verbal and interpersonal communications skills.
- Ability to write in a clear and compelling manner for diverse audiences.
- Fully bilingual (Spanish/English) candidate needed.
- A proven interest in Latin America and human rights.
- Strong attention to detail and organizational skills.
- High degree of personal initiative and ability to work independently with little supervision as well as within a team.
- Ideas and initiative on how to use new communications methods.
- Excellent interpersonal skills with people from different backgrounds and positions. Sensitivity and commitment to working in a multicultural environment.
- Ability to meet deadlines and work under pressure.
- Experience with printed publications production a plus.
- Excellent computer skills including Microsoft Office Suite, WordPress, Facebook, Twitter, and Constant Contact—or similar—mass mailing service.
- On occasion, availability and willingness to monitor and handle communications issues and inquiries after business hours as needed.

Responsibilities include but are not limited to:
- Coordinate DPLF’s communication and social media strategy, including writing for and updating the institutional Website, and coordinating with program personnel Facebook and Twitter postings.
- In close coordination with program personnel, support the drafting of press releases and statements.
- Edit and coordinate opinion pieces and blog posts with relevant program staff and invited authors.
- Support program staff in maintaining relationships and lists of relevant print, broadcast, and new media contacts.
• Create emails for events and launching of publications in DPLF’s Constant Contact mass mailing program.
• Carryout live streaming and tweets during events.
• Assist program staff with researching contacts for advocacy letters and brief translations.
• When needed, provide logistic back-up support for the planning and organizing of seminars, conferences, and meetings.
• Monitor and manage institutional email addresses.

Salary & Benefits: Salary is competitive for a nonprofit organization. Full benefits package includes employer paid health, vision, dental and basic life insurance, 403b retirement plan with employer matching, paid vacation and sick leave.

TO APPLY: Please send a cover letter, resume, two writing samples (one in English and one in Spanish), and the names of three references with contact information to: Laura Park, Director of Institutional Development and Finance, at info@dplf.org (Subject line: Communications Coordinator Application). Application deadline is February 28, 2021. Applications will be reviewed on a rolling basis.

About DPLF: DPLF is a regional, nonprofit and nongovernmental organization, comprised of a multi-national group of professionals committed to the defense of the rule of law and respect for human rights in Latin America through the use of international law. We carry out our work through innovative and rigorous legal analyses, close collaboration with civil society organizations, and strategic advocacy at the national and international levels. Our team is made up of individuals that possess initiative and the ability to think creatively to address what are often structural problems in the region, using international law and its various mechanisms. DPLF has pioneered a number of issues that are now on the regional agenda, including: the importance of transparent and merit-based selection processes for high-ranking justice officials; the need for specific standards on prosecutorial independence; the responsibility of transnational companies’ home countries for human rights violations, particularly in the context of natural resources extraction; the relationship between impunity for grave human rights violations committed in the past and the current institutional weaknesses in justice systems in the region; and the use of human rights standards in a broad strategy to fight against grand corruption.

DPLF does not discriminate based on actual or perceived race, religion, color, national origin, disability, sex, age, sexual orientation, gender identity, or any other status protected under law.

January 14, 2021