



Job Announcement Communications and Development Coordinator

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.

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 as well as grant proposal writing. The ideal candidate is someone with the ability to support multiple initiatives throughout the region, who can communicate with a diverse audience including lawyers, activists, government officials, journalist, and donors. This position is based in Washington, DC and reports to the Director of Institutional Development and Finance, and works closely with the Executive Director and Program Directors. **Authorization to work in the U.S. is required for this position.**

Qualifications and job requirements:

- BA degree, or equivalent, in international relations, communications, journalism, or related program.
- At least 3 years of communications, fundraising, writing, or other relevant professional experience.
- Excellent research, writing, editing, verbal and interpersonal communications skills.
- Experience with grant proposal writing.
- Ability to write in a clear and compelling manner for diverse audiences.
- The candidate must be fully bilingual in written and spoken English and Spanish
- A proven interest in Latin America and human rights
- Knowledge and familiarity with the traditional and social media landscapes.
- 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 (i.e. videos on social media and podcasts).

- 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, Drupal and WordPress, Facebook, and Twitter.
- Availability and willingness to monitor and handle communications issues and inquiries after business hours as needed.

Responsibilities include but are not limited to:

- Manage and implement DPLF's communication and social media strategy, including writing for the institutional Website, Blog, Facebook and Twitter accounts.
- Draft and coordinate the publication of press releases and statements.
- Help write, edit, and coordinate opinion pieces and blog posts with relevant program staff and invited authors.
- Maintain relationships and lists of relevant print, broadcast, and new media contacts.
- Coordinate grant research, writing, and editing of grants and project reports with relevant program staff.
- Oversee the online fundraising initiatives and strategies (Website giving and Giving Tuesday).
- Create emails for events and publications in e-list service program.
- Carryout on-site live streaming and tweets during events.
- Coordinate with contracted graphic designer and printer for all DPLF publications, in consultation with the Program Officer responsible for the specific publication.
- Manage the distribution of DPLF publications, including maintaining the mailing list, packaging and mailing of books.
- Oversee and help maintain DPLF's contacts database.
- 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.
- Follow-up on and respond to institutional emails and inquiries.
- 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.

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.

TO APPLY: Please send a cover letter, resume, 2 writing samples (one in English and one in Spanish), and the names of 3 references with contact information to: Laura Park, Director of Institutional Development and Finance, at info@dplf.org (Subject line: Communications & Development Coordinator Application). Application deadline is January 10, 2020.

December 10, 2019