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## Job Opening: Communications Director

The Education Law Center-PA, a statewide nonprofit legal advocacy organization that works to ensure all children in Pennsylvania have access to a quality public education, seeks an experienced, collaborative professional for a full-time position managing the organization's communications. The candidate should have an extensive track record of success managing a multifaceted communications program, along with a demonstrated commitment to civil rights, racial justice, educational equity, and advancing the rights of underserved populations.

Job responsibilities include:

- **Communications strategy:** Develop communications strategies that will broaden ELC's reach and increase its impact. Analyze, distill, frame, and communicate key issues of education policy and practice in ways that advance our policy agenda.
- **Editorial:** Review of all content before publishing for accuracy and to align with ELC strategic priorities, standards, and style guide, ensuring culturally competent communications.
- **Media relations:** Develop ELC's media lists, cultivate strong relationships with media contacts, issue press releases, and respond to media requests. Provide support and talking points for ELC staff and information for journalists.
- **Website:** Working with IT director (who manages the back end), oversee the development and maintenance of the organization's website, including writing and visuals.
- **Social media:** Develop a robust social media strategy, maintaining active social media accounts on multiple platforms.
- **E-newsletter, fact sheets, and reports:** Edit and oversee production of ELC's monthly e-newsletter and other mass email communications, including list development. Edit and oversee production and updating of ELC's portfolio of fact sheets and other publications.
- **Statements:** Work with staff to draft official statements, opinion pieces, public speeches, and messaging for advocacy campaigns.
- **Marketing and development:** Work with development staff to help develop marketing and fundraising materials and support public events.
- **Coordination and supervision:** Work collaboratively both internally and externally: supervise and coordinate the communication work of ELC's program associate, IT director, and interns; work externally with organizational partners to support coalition communications.

**Ensuring that all of Pennsylvania's children have equal access to a quality public education.**

**We are looking for a candidate with:**

- At least 5 years of relevant, varied, and high-level professional communications experience in areas such as journalism, public relations, media relations, social media, and/or website management
- Familiarity with education policy or experience in public education is preferred. Experience doing public policy advocacy preferred
- Superior written and oral communication skills
- Strong attention to detail and to accuracy in all communications
- Ability to work independently and manage multiple short-term and long-term projects
- Leadership and supervisory experience
- Excellent research and analytical skills
- Digital skills including proficiency with Microsoft Office, social media platforms, website content management systems, and email campaign programs. Graphic design skills a plus
- Experience with design or redesign of a website is a plus
- Strong interpersonal and organizational skills; track record of working collaboratively with colleagues and community partners
- Demonstrated interest in ELC's mission and/or experience working with underserved clients or communities
- Prior nonprofit experience is a plus

**Compensation and Benefits:** The salary range is \$80,000 to \$110,000, commensurate with experience, plus a full benefits package. Benefits include medical, dental, vision, life, and disability insurance with 100% paid by employer for employee, flexible spending account, retirement plan, and professional development budget. Employees have a generous self-managed leave benefit inclusive of vacation, sick, and holidays, including an office closure the last week in December.

ELC offers a flexible hybrid schedule. Staff may work remotely up to three days a week.

**Vaccination requirements:** ELC requires that all employees show proof of COVID-19 vaccination. Medical and religious exemptions are reviewed on an individual basis in accordance with applicable law.

To apply, please submit a letter of interest and a resume by email to [hrphl@elc-pa.org](mailto:hrphl@elc-pa.org) with "Communications Applicant" in the subject line. Applicants will be reviewed on a rolling basis.

The Education Law Center values diversity and an inclusive culture. ELC is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, gender identity, sexual orientation, disability, age, marital status, or status with regard to public assistance.