

**Job Title:** COMMUNICATIONS ORGANIZER  
**Position:** Exempt, Full-time  
**Location:** Los Angeles, some travel expected

**Reports To:** General Counsel  
**Closing Date:** Open until filled

**ABOUT NDLON:**

National Day Laborer Organizing Network (NDLON) strengthens and unifies the work of its 49 member organizations so that we can collectively defend and expand the civil, labor, and human rights of low wage immigrant workers in the United States. Now more than ever, with the ascendance of overt hate speech within the political sphere, there is heightened need for NDLON's work to elevate the voices of the most vulnerable among us in order to advance political equality. Our work has been covered in all major media publications, and scarcely a day goes by without interaction without interaction with the press. Additionally, we generate content with musicians, artists, and others through creative partnerships designed to diffuse our message in pop culture.

**POSITION OVERVIEW:**

NDLON seeks a motivated and dynamic Communications Organizer to coordinate a fast paced and high intensity of media work. The right person for the job is creative, has strong writing skills, and shares our vision to advance political equality. The Communications Organizer will be responsible for a diverse range of tasks including the shaping, articulation, and dissemination of NDLON's messaging and work through traditional and social media. They will also work in collaboration with NDLON's programmatic staff to promote communications within the network. In keeping with NDLON's unique approach to advocacy, organizing, and empowerment, the Communications Organizer will work across NDLON's program areas, assisting in the conception, implementation, and amplification of a wide array of campaigns and programmatic work.

**KEY RESPONSIBILITIES INCLUDE:**

- Assist NDLON staff and members in development and implementation of communications strategies, including but not limited to: drafting, editing and disseminating talking points, press releases, multi-media documents; pitching events to the media and training spokespeople.
- Maintain and develop relationships with an active list of national and local press contacts.
- Promote NDLON-related activity through creation and management of original content for social media, email, and web platforms.
- Represent NDLON in variety of external settings, including conferences and coalition working groups.

**DESIRED QUALIFICATIONS**

- Strong writing skills; ability to work under pressure and meet tight deadlines
- Strong leadership and interpersonal skills
- Understanding of issues faced by low-wage immigrant workers.
- Familiarity w/ social media, web content management systems and online advocacy tools.
- Bilingual: Spanish strongly preferred

**COMPENSATION AND BENEFITS:** Salary commensurate with experience. Benefits include medical, dental and vision and paid time off.

**HOW TO APPLY:** Complete application packet must include: cover letter, resume, 3 writing sample and references. Application materials should be sent electronically to: [jobs@ndlon.org](mailto:jobs@ndlon.org) with subject line "**COMMUNICATIONS ORGANIZER.**"