



## **Communications Specialist**

Established in 1996, PBI is a nonprofit organization with a mandate to explore and identify new approaches to help the poor and disadvantaged who are unable to secure legal assistance to address critical problems. PBI identifies and develops innovative programs and undertakes rigorous evaluations to ensure that these new approaches are workable and effective.

PBI is seeking to fill a position that will provide support for its strategic communications department. The position requires a solid communications and technology background, with excellent writing skills, and significant knowledge of writing and editing press releases and web-based content; someone who is creative, organized, and pays close attention to detail, with the ability to multitask, and work closely with a variety of personalities.

### **Responsibilities include, but are not limited to:**

- Working with the Director of Strategic Communications to manage web-based content, including the PBI website and blog, CPBO website, social media accounts, and webinars;
- Assisting the Director with strategic communications planning and execution;
- Writing, editing, and managing the production of the organization's electronic newsletter; and managing the [newsletter](#) editorial process;
- Significant database management and development;
- Website maintenance and social media management;
- Developing and updating a press list;
- Pitching stories to the media;
- Working with the Director of Strategic Communications to develop and manage an editorial calendar, for both internal publications and external opportunities;
- Participating in planning and executing PBI events;
- Drafting written materials (press releases, letters, web content, etc.) for the Director of Strategic Communications and other staff;
- Working with the Director of Strategic Communications to strengthen PBI's brand, and ensure consistent look and feel of PBI publications and messaging;
- Additional general administrative support, as needed.

### **Qualifications:**

- Bachelor's degree required; English, communications, or journalism major preferred;
- 3-5 years work experience in communications or related field;
- Significant experience using and managing social media (Facebook, Twitter, YouTube) absolutely essential;
- Strong attention to detail;
- Knowledge of AP style, writing for the web, and social media conventions;
- Proficiency in MS Office and a working knowledge of databases (iMIS strongly preferred);



- Must be tech savvy and feel comfortable learning to use new software independently or with minimal instruction;
- Audio/video/photo editing proficiency preferred, but not required;
- Expert understanding of grammar, punctuation, and fundamentals of writing and the ability to edit accordingly for internal and external audiences;
- Ability to work under pressure and meet deadlines in a timely manner;
- A team player who is able to work with a variety of personalities;
- Creative thinker with a can do attitude, able to work in a highly collaborative workplace;
- Strong professional judgment and ability to make difficult decisions under pressure.

**How to Apply:**

Applicants should submit a resume and cover letter describing your relevant experience, qualifications, salary history and interest in the position, as well as a list of references and three brief writing samples from previous work experience to:

[jobs@probonoinst.org](mailto:jobs@probonoinst.org).

NOTE: Please attach copies of your writing samples (links will not be read).

No phone inquiries, please. Resumes will be reviewed as they are received.

This is an excellent opportunity to grow in an evolving position.

Salary is commensurate with public interest compensation levels, depending on experience, and includes a generous benefits package.

The Pro Bono Institute is an equal opportunity employer, and women and persons of color are particularly encouraged to apply.