

**NATIONAL CRIME VICTIM LAW INSTITUTE  
CONTRACT DESCRIPTION**

**START DATE:** Rolling

**JOB TITLE:** Communications Contractor

**CONTRACT WAGE:** \$35/hour; estimated up to 20 hours/week during contract term

**CONTRACT TERM:** 12 months

**PRIMARY PURPOSE:**

Founded in 2000, the National Crime Victim Law Institute (NCVLI) is a 501(c)(3) nonprofit educational and legal institute located at Lewis & Clark Law School in downtown Portland offices. NCVLI's mission is to actively promote balance and fairness in the justice system through crime victim centered legal advocacy, education, and resource sharing. NCVLI promotes crime victims' rights in criminal, civil, military and administrative justice systems nationwide through litigation (in the form of amicus curiae, occasional direct representation, and legal technical assistance); education through publications and trainings (both in-person and technology-assisted); and public policy development. For more information about NCVLI, visit the website: [www.ncvli.org](http://www.ncvli.org). NCVLI operates in partnership with Lewis & Clark Law School.

NCVLI seeks an experienced, knowledgeable and compassionate Communications Contractor who will thrive in a dynamic and fast-paced public interest law setting. Working with NCVLI's team focused on strategic outreach and partnerships, the Communications Coordinator Contractor will create and disseminate external communications and a full range of related marketing materials to advance the mission, support fundraising, and market programs to diverse constituencies. The ideal candidate will have demonstrated success in managing all aspects of internal and external communications, creating compelling organizational messaging and ensuring a single, strong organizational voice.

NCVLI is funded primarily by government grants and contracts, and this position is dependent upon grant funding. This Independent Contractor position is partially grant funded and term-limited. The contract term is for 12 months with possible extension, based on funding and performance.

**RESPONSIBILITIES:**

- Assist with development of annual organizational communications plan that will advance mission by influencing diverse constituencies.
- Aid in the development of annual organizational marketing plan that will advance mission by increasing visibility and salience of NCVLI.
- Deploy organizational communications and marketing plans through traditional and new media channels.
- Design compelling outreach and educational materials (for both physical and online communications), including creating graphics, viral campaigns, videos and infographics.

- Manage website, including regular audit and update of website content to ensure accuracy and develop relevant and timely content for a blog; potentially develop and launch new website.
- Maintain all aspects of organizational social media presence; post regular and relevant content on Facebook, Instagram, Twitter, and LinkedIn; update content on YouTube channel as appropriate; and track, analyze and report on all analytics.
- Collaborate with NCVLI teams to identify publicity opportunities and legal issues to promote.
- Keeps abreast of the latest digital trends to inform creative approaches, as well as to aid knowledge sharing with other NCVLI staff.
- Translate complex legal and policy work into plain English.
- Evaluate effectiveness of communications and marketing products, platforms, and activities and generate reports on the same.
- Partner with the Executive Director and team members dedicated to strategic outreach and partnerships to develop and execute an effective media relations strategy, including developing press contacts, collaborating with staff in the development of press releases, media pitches, and Op-eds.
- Monitor current events and trends to anticipate potential public statements and necessary dissemination of information

#### **REQUIRED QUALIFICATIONS:**

- Four year degree from an accredited college or university (communications, journalism, marketing, English, legal studies, business/ nonprofit management, or program development preferred).
- At least three (3) years of work experience in communications and/or marketing and managing social and digital media accounts.
- Excellent verbal and written communication skills.
- Expertise in developing cohesive organizational messaging.
- A proven record of producing quality work within tight time constraints.
- Knowledge of marketing concepts and ability to assist in the creation, printing, and distribution of various materials.
- Organized, detail-oriented, accurate, efficient and able to work independently and as part of a team.
- Advanced knowledge of multiple software applications including Adobe (e.g., InDesign, Illustrator, Photoshop); Google (e.g., Docs, Sheets, Calendar); Microsoft Office Suite (e.g., Word, Excel, PowerPoint); and online design collaboration programs (e.g., Canva).
- Committed to issues affecting crime victims as well as to the interconnected issues of racial, economic and gender justice, and fighting systems of oppression.
- Ability to honor and work with all identities and individuals, particularly those who are underrepresented in the country and/or at Lewis & Clark College.
- Commitment to and ability to articulate NCVLI's mission.
- High standards of ethical conduct and confidentiality.

#### **PREFERRED QUALIFICATIONS:**

- JD or MBA

- At least five (5) years of work experience in related field(s) (experience specifically in communications or marketing preferred)
- Experience with graphic design programs and/or art direction;
- Experience pitching and working with local, regional, and national press
- Experience working in or with the nonprofit sector
- Experience working in or with victim services field
- Experience working with legal field
- Conversational exposure to multiple languages to aid NCVLI's continued efforts toward inclusivity.

**PHYSICAL REQUIREMENTS:**

- The job works primarily at a desk or is otherwise involved in activities requiring little lifting, climbing or working in tiring positions
- Standing, sitting, walking, grasping/gripping, reaching, repetitive hand movements (e.g., typing), seeing, talking, hearing

**APPLICATION SPECIAL INSTRUCTIONS:**

Please submit to [ncvli@lclark.edu](mailto:ncvli@lclark.edu) a resume, cover letter, references, and a separate diversity statement. The diversity statement should outline your experiences with and commitment to diversity, equity and inclusion. Experiences can include lived experience as a member of an underrepresented group; experience living and meaningfully interacting with individuals with a variety of identities; and/or professional development or other training in diversity, equity and inclusion.