

Job Announcement

(2/20/25)

The Position: Digital Communications Manager

The Organization: For over 50 years, the [Judge David L. Bazelon Center for Mental Health Law](http://www.bazelon.org) has advocated for the civil rights, full inclusion, and equality of adults and children with mental disabilities. We were pivotal in expanding the civil rights movement to include fighting discrimination against and segregation of people with mental disabilities. Today, the Bazelon Center accomplishes its goals through a unique combination of litigation, public policy advocacy, coalition building, media outreach, community education, and technical assistance. The Bazelon Center seeks reform of public systems, focusing its advocacy on health and mental health care, education, employment, housing, and the criminal and immigration systems. Learn more at www.bazelon.org.

The Position: The Judge David L. Bazelon Center seeks a Digital Communications Manager to manage and grow its online communications with key audiences including advocates, donors, and policy makers. The Digital Communications Manager will be responsible for a broad range of online communications with an emphasis on managing the Bazelon Center's website, online fundraising efforts, social media platforms, e-newsletters, and promotion of events & webinars. The Digital Communications Manager will work with staff across the organization. The position is a full-time, benefits-eligible position with the opportunity for growth.

The ideal candidate will be innovative, collaborative, and motivated, with at least three years of experience, inclusive of internships, in communications, particularly in developing and managing content online. The following attributes will strengthen an applicant's candidacy:

- Strong writing and editing skills, including comfort in summarizing legal and technical information for mass audiences;
- Working knowledge of the current social media landscape and an interest in continued learning;
- Commitment to the Bazelon Center's mission including making communications content accessible to people with disabilities;
- Experience managing, improving, and updating websites;
- Ability to craft and manage online fundraising campaigns, monthly newsletters, and event promotions;
- Experience in creating an editorial calendar and developing and implementing social media campaigns, including creating and posting content on Instagram, LinkedIn, YouTube, TikTok, Facebook, X, and emerging platforms;
- Graphic design skills are preferred and/or experience using design platforms like Canva;
- Experience using tools like Google Analytics, social media insights, and SEO data to assess the effectiveness of campaigns;
- Ability to supervise and manage undergraduate communications interns;

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- Skills to manage technology for internal and external hybrid events, including staff and board meetings, fundraising events, and webinars;
- Highly motivated, creative and proactive work style;
- Exceptional interpersonal skills and a professional communication style;
- Excellent organizational skills with an ability to manage multiple responsibilities from multiple people at once;
- Proficiency in use of Zoom, Microsoft Teams and Google, and skills to provide administrative support in those platforms;
- Ability to work effectively in a fast-paced environment, both independently and as part of a team;
- Willingness to assist with administrative / operations tasks as a member of a small organizational team;
- Bachelor's degree or higher in journalism, public relations, communications, public affairs, or a related field.

Location: The Bazelon Center's office is located in Washington, DC, and it conducts work across the country. The Digital Communications Manager must reside in Washington, DC, Maryland, or Virginia. This is a hybrid position and the successful applicant will work both remotely and in person, as needed. Travel is sometimes required.

To Apply: Please submit a cover letter and resume. Writing samples and references may be requested as we advance in the interview process. All application materials should be emailed to jobs@bazelon.org. Applications will be reviewed on a rolling basis and accepted until the position is filled. No phone calls please.

Target Start Date: Spring 2025

Further Information: Salary is \$60,000 plus an excellent benefits package, including employer-paid medical, dental, life, and disability insurance, as well as a pre-tax savings plan and a retirement savings opportunity. The Bazelon Center also offers generous paid time off, including vacation, holidays, and sick time.

The Bazelon Center is an Equal Opportunity Employer. The Bazelon Center is committed to recruiting and maintaining a diverse team. All qualified applicants will receive consideration for employment without regard to race, disability, religion, color, national origin, sex, sexual orientation, gender identity, age, family responsibilities, or status as a veteran. Applicants who will increase the diversity of the Bazelon Center are especially encouraged to apply. We encourage all who feel capable of performing the necessary duties of the role to apply, even if previous experience might not match all the criteria of the job description.

The Bazelon Center is committed to providing reasonable accommodations to individuals with disabilities. If you need assistance applying online, please email jobs@bazelon.org. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.