

Position: Programs and Communications Associate
Reports to: Programs and Communications Manager

Twin Cities Diversity in Practice (TCDIP) is a nonprofit association of more than 80 law firms and corporate legal departments who share a vision to create a vibrant and inclusive legal community and a mission to strengthen the efforts of Member Organizations to attract, recruit, advance, and retain attorneys of color. We turn good intentions into action through the active participation of all our Member Organizations, with support from our dedicated professional staff. Wanton Injustice Legal Detail The Wanton Injustice Legal Detail (WILD) - an affiliate 501(c)(3) of Twin Cities Diversity in Practice (TCDIP) - was borne out of the tragic murder of George Floyd on May 25, 2020. WILD provides a platform through which volunteers attorneys can actively combat anti-Black racism through direct partnerships with existing community organizations. WILD is designed to leverage the collective power of TCDIP's membership to take direct, concrete steps to address the pervasive systemic racism in the Twin Cities. Position Overview TCDIP and WILD are seeking a dynamic and creative mission-driven Programs and Communications Coordinator. This person will be instrumental in the implementing a wide range of communications activities that support TCDIP and WILD's programmatic work, while also increasing the organizations' visibility and audience engagement.

Responsibilities include:

Communications Support

- Collaborate with senior staff and provide support on the planning, execution, project management and evaluation of strategic communications plans
- Write, edit, and contribute to emails, newsletters, and other communications as assigned, including designing graphics for collateral
- Help ensure brand consistency across messaging, collateral, and channels for each organization
- Coordinate and execute social media campaigns and ensure alignment with brand and mission
- Assist with developing TCDIP and WILD's web presence, including developing and executing a cohesive strategy to communicate TCDIP and WILD's work on our website
- Manage website content updates in a timely manner

Program Support

- Assist Program and Communications Manager in the development and delivery of high caliber programs and events for diverse audiences of attorneys, students, and legal professionals
- Assist Programs and Communications Manager with in-person, virtual, and hybrid event production, including vendor communications, surveys, registrations, and day-of event management

Qualifications

The candidate must have at least 1-3 years of experience coordinating and executing various marketing and communication projects for social justice organizations or non-profits. A successful candidate will bring many of the following qualifications and personal attributes:

- Authentic passion for TCDIP and WILD's mission and a demonstrated commitment to working on issues of diversity, inclusion, and racial equity

- Strong written communication skills across a variety of disciplines (social media, e-blasts, press releases, etc.) and an ability to edit and review content for messaging style guidelines, brand consistency, correct grammar, punctuation, and voice
- Experience with content creation, website design and management
- Experience with: WordPress, web-based design tools (e.g., Canva), Hootsuite, and using CRM or web-based databases and event management software

Special Knowledge or Skills

- Familiarity with the legal profession, especially DE&I focused communications for legal professionals
 - Ability to communicate clearly with professional staff and attorneys on a frequent basis in an organized manner
 - Ability to motivate diverse groups of people and be a strong team player.
- In a 7.5-hour workday, this position may require sitting, standing, walking, repetitive movement, lifting and carrying 25 pounds, and transporting items for events. Visa sponsorship is not available. U.S. work authorization is required.

Position Type, Compensation, Benefits, and Hours

- Full time, split between TCDIP and WILD
 - \$45,000-55,000/year, 37.5 hours/week
- Benefits include healthcare, dental and vision coverage, paid time off, retirement benefits, and a cell phone stipend. This position has the flexibility of a hybrid work environment (e.g., working from home and the office) as projects allow.

How to Apply

To apply, please submit your resume and cover letter to careers@diversityinpractice.org. In your cover letter, please answer the following questions:

- What excites you about this position and working with TCDIP and WILD?
- What skills do you bring to one or more of the areas of focus listed above?
- When are you available to start?

About Twin Cities Diversity in Practice

Twin Cities Diversity in Practice is an Equal Opportunity Employer, committed to supporting a diverse and inclusive work environment for our employees and contractors. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. Women, people of color, LGBTQIA+ people, individuals with disabilities, and veterans are encouraged to apply.