

Position Announcement

Job Title:	Communications Manager
FLSA Classification:	Non-Exempt
Reports To:	Deputy Director of Community Engagement
Supervises:	N/A

Inland Counties Legal Services provides free legal aid to residents of Riverside and San Bernardino Counties who are disadvantaged and at-risk. We focus our services on helping those with the greatest social and economic need to ensure justice is not dependent on a person's ability to pay for representation. Our attorneys and paralegals provide a broad range of services, including consumer advocacy, family law, access to housing, access to public benefits and education, and immigration. We also work to challenge unlawful policies, procedures, and practices that prevent at-risk residents from improving their lives.

Our work is driven by the key principles of inclusion, fairness, and advocacy for all—because everyone deserves justice.

As a key member of ICLS's Community Engagement team, the Communications Manager supports ICLS's mission by developing and implementing a communications strategy to increase awareness of ICLS with our target audiences and carry out key campaigns in support of ICLS goals. This position ensures that day to day activities relate to and support the overall strategic communications goals at ICLS.

Duties and Responsibilities include:

Community Engagement

- Establish and maintain relationships with local community organizations, media, and local politicians for the purposes of promoting ICLS services and volunteer recruitment
- Identify potential community partners and share information about ICLS programs and projects
- Identify opportunities to engage with private attorneys and other professionals interested in pro bono or volunteer work
 - Utilize relationships with community partners to accomplish above
- Identify and attend community events that are relevant to ICLS's mission
 - Solicit involvement of ICLS staff where appropriate
- Work with Development Officer to devise marketing strategy and content for fundraising
- Assist with both digital and in-person live events

Communications and Marketing

Develop a strategic communications plan that furthers ICLS goals and strategic plan.

Digital and Social Media:

- Build and manage ICLS's online presence
- Manage and update ICLS website content

- Manage digital and social media, including identifying target audiences, creating content to engage with the audience, and responding to inquiries and comments
- Create and compile content for newsletters, social media, volunteer, outreach, event promotions, and annual report
- Track and prepare monthly social media and email metrics reports
- Utilize data to assess the impact of ICLS's internal and external communications and make adjustments to improve effectiveness when necessary

Press Relations:

- Build and steward relationships with local and national press
- Draft and distribute press releases

Internal Communications

- Write and distribute monthly ICLS staff newsletter
- Work with staff to ensure consistent use of ICLS brand
- Coordinate with ICLS practice groups and departments to develop the working knowledge to create content and communicate effectively regarding ICLS programs and services.
- Assist practice groups in their communication needs such as writing copy for emails, drafting press releases, preparing talking points for press or events

Qualifications and Experience

- At least two years of experience successfully managing campaign and/or non-profit communications
- Flexible, positive, works well in a culturally diverse environment, and brings a commitment to equity and inclusion to their work
- Excellent verbal and written communication skills
- Keen attention to detail and ability to edit written content
- Ability to turn data into compelling stories for publication via ICLS digital platforms and written materials
- Experience and expertise on utilizing social media and web platforms to successfully communicate with target audiences
- Basic graphic design abilities
- Video design skills a big plus
- Ability to apply and interpret analytics
- Event planning experience is preferred but not required
- An independent self-starter, who will take the initiative to develop a plan and follow through to completion
- Experience working with Customer Relationship Management platform preferred
- Spanish fluency is preferred but not required
- 4 Year College Degree or AA Degree in related field such as Communication, Writing, etc.



How to Apply

Submit a resume and cover letter to HRManager@icls.org.

Inland Counties Legal Services is an Equal Opportunity Employer.

We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All aspects of employment including decisions to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.