



Digital Media Producer/Designer

The Leadership Conference on Civil and Human Rights

Washington, D.C.

The Leadership Conference and The Education Fund seek a Digital Media Producer/Designer for the communications department. This is a position that is at the center of the organizations' work. This position will be responsible for designing and producing templates and graphics for websites, social media platforms, campaigns, and projects. This individual will report to the Vice President for Communications.

The Leadership Conference on Civil and Human Rights, a 501(c)(4) organization, is the premier coalition of more than 200 organizations which promotes and protects civil and human rights in America. The Leadership Conference has coordinated national lobbying efforts on behalf of every major civil rights law since 1957. Learn more at www.civilrights.org. **The Leadership Conference Education Fund**, a 501(c)(3) organization, builds public will for federal policies that promote and protect civil and human rights in the United States. Founded in 1969 as the education and research arm of The Leadership Conference, the Education Fund's campaigns empower advocates to push for progressive change in the United States. To learn more about the Education Fund, visit leadershipconferenceedfund.org.

Some of the responsibilities include:

- Working with the communications team and cross-departmental project teams to design graphics and lay out documents for all organizational communications and publications.
- Managing accounts with printers and other media vendors.
- Managing image and template libraries and obtaining relevant stock imagery as needed.
- Assisting with presentation and design needs at live events.
- Ensuring consistent use of organizational brand and messaging across all public communications.

Ideal candidates for this position will share our commitment to civil and human rights. They must have 1 – 3 years of experience working as a designer. A Bachelor's degree is required. Proficiency with Adobe Creative Suite, InDesign and Microsoft Office required. A working knowledge of HTML and CSS, with experience in web design and production. Experience producing web videos and other multimedia a plus. Excellent written communication skills; ability to communicate effectively with all levels of staff. Excellent benefits. Salary will be commensurate with experience.

To apply, e-mail resume, cover letter detailing your fit with the position's responsibilities, and salary requirements to: personnel@civilrights.org with Digital Media Producer/Designer in the subject line. Only applications submitted by email will be considered.

The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability.