



Senior Writer

The Leadership Conference on Civil and Human Rights The Leadership Conference Education Fund

Washington, D.C.

The Leadership Conference on Civil and Human Rights and The Leadership Conference Education Fund seek a **Senior Writer** who will draft speeches, op-eds, letters to the editor, and reports, and will generate content for internal and external platforms. Housed in the Communications Department, this position will report to the Vice President for Communications, while working closely with the President and CEO and others in the Executive Office.

The Leadership Conference on Civil and Human Rights, a 501(c)(4) organization, is the country's oldest and largest civil and human rights coalition of more than 200 national organizations. The Leadership Conference has coordinated national advocacy 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 inform, educate, and empower local, state, and national leaders to advance and protect civil and human rights and progressive change in the United States. To learn more about The Education Fund, visit www.leadershipconferenceeducationfund.org.

This individual will serve as the principal writer for the organizations. The individual will develop content, edit the organization's websites, draft speeches for the President and CEO and others, and create blog posts, op-eds, news releases, and advocacy materials for external audiences. They will also participate with members of the digital team in the development and execution of social media strategies.

This job requires a commitment to civil and human rights and communications, journalism, and/or speechwriting work experience. A Bachelor's degree with a minimum of 8 years of proven experience in writing and editing, with a strong knowledge of issues relating to civil and human rights. It also requires excellent writing skills across a variety of media, strong interpersonal, planning, and coordinating skills and the ability to manage a complex workload and work under tight deadlines. Competitive candidates will demonstrate the ability to work with diverse groups, while operating with a high level of dependability and commitment.

Excellent benefits! Salary 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 Senior Writer 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.