JOB ANNOUNCEMENT

Communications Consultant

About DPLF: DPLF is a regional nongovernmental organization, with a multi-national staff committed to the respect and defense of the Rule of Law and human rights in Latin America using international law.

Consultancy Summary: DPLF seeks a creative communications professional with knowledge of the Latin American human rights context, who will help us redesign our institutional Website. The consultancy will include close coordination with our program staff and the Web company that will build and launch the final product. Our Website is bilingual, so the ideal consultant must be able to work fluently in both English and Spanish. Our Institutional Website, in addition to making available our extensive collection of publications to a wide-ranging Spanish and English-speaking audience, includes access to our Blog, Facebook and Twitter accounts. The Communications Consultant will be responsible for planning and writing the texts for the new user-friendly site.

Required Qualifications: This consultancy requires a degree, or equivalent, and professional experience (3 year) in communications or journalism; excellent research, writing, editing, verbal and interpersonal communications skills; ability to write in a clear and compelling manner for diverse audiences; candidate must be fully bilingual in written and spoken English and Spanish; understanding of the human rights context in Latin America; knowledge and familiarity with current Website and social media best practices; strong attention to detail and organizational skills; personal initiative and ability to work independently with little supervision as well as within a team; ideas and initiative on how to incorporate new communications methods (i.e. videos on social media and podcasts) to the Website; ability to meet deadlines and work under pressure; excellent computer skills including Microsoft Office Suite, Drupal, and WordPress.

Responsibilities include, but are not limited to: review of existing site to determine what information needs to migrate over to the new site; conversations with DPLF program staff to determine what information needs to be on the new site; drafting of a site map and text for the new site in coordination with DPLF staff; coordinating with the Web company responsible for the site the design and building of the new site and the up-loading of all new text, migration of documents, and review of the site to ensure accuracy; assist program staff in keeping current site updated during the new site design process; and assist DPLF team with specific communications needs.

Contract Period of Performance: July 1 – December 31, 2020
TO APPLY: Please send a cover letter, resume, 2 writing samples (one in English and one in Spanish), and the names of 3 references with contact information to: Laura Park, Director of Institutional Development and Finance, at info@dplf.org (Subject line: Communications & Development Coordinator Application). Application deadline is June 15, 2020.