



National Housing Law Project Communications Manager

SUMMARY

The Communications Manager will own the sourcing, writing, producing, and distribution of compelling digital content for email, social media, and web. They will support the Director of Communications to shape and share the story of NHLP's fight for everyone's freedom to live in a safe and stable home. Responsibilities include, but are not limited to, building out digital campaign plans specifically focusing on email strategy, supporting with press writing and coordination, and working collaboratively with program and operations staff. The ideal candidate is a powerful and effective communicator, able to do a lot with a little, and has a proven track record of driving ideas to implementation without letting tasks fall through the cracks.

This role is an individual contributor and reports to the Director of Communications. This is a full-time, exempt, remote U.S.-based position. Applicants must be authorized to work for any employer in the U.S., as we are unable to sponsor or take over sponsorship of an employment Visa at this time.

WHO YOU ARE

You might like this job if you...

- Are a quick learner, take initiative, and are self-directed amid competing priorities.
- Have exceptional attention to detail – you notice and fix errors that others might overlook and have a track record of leaving things better than you found them.
- Enjoy building relationships and collaborating with internal and external partners.
- Value experimentation, growth, and want to support building a culture of feedback.
- Are comfortable working in rapid response environments when needed.
- Have a justice-oriented understanding of how race and power impact relationships, organizational culture, and partnerships.
- Are committed to personal and professional practice around diversity, equity, and inclusion through continuous learning, reflection, and growth.
- Are passionate about NHLP's values and mission, and are dedicated to advancing social, economic, and racial justice.

WHO WE ARE

The National Housing Law Project is a national legal and advocacy organization and serves as a support center to legal aid attorneys, organizers, and other advocates. NHLP's mission is to advance housing justice for poor people and communities. We achieve this by strengthening



and enforcing the rights of tenants, increasing housing opportunities for underserved communities, and preserving and expanding the nation's supply of safe and affordable homes. NHLP works at the crossroads of housing and community development advocacy, legal services for the poor, and civil rights. We believe that access to safe, decent, and affordable housing is a fundamental human right that should be enjoyed by everyone. Our work is grounded in the realities that shape poor people's housing choices. Housing security is an essential component of racial and civil equality and a critical foundation for education, health, employment, social engagement, and opportunity. We provide communities and their advocates with the tools they need to advance those rights. NHLP has offices in San Francisco and Washington, DC and staff in seven states.

The National Housing Law Project is committed to an environment of inclusion and equitable opportunity for members of the Housing Justice Network, our partner organizations, clients, staff, and board. We seek to hire individuals from diverse backgrounds, especially people with lived experiences impacted by housing insecurity and discrimination, or who have experienced the intersection of multiple systems of discrimination. We actively promote mutual respect, acceptance, appreciation and teamwork across all lines of difference.

KEY RESPONSIBILITIES INCLUDE:

Digital Strategy (~15%)

- Build digital campaign plans, with specific focus on email strategy, to support narrative change, policy advocacy, fundraising, public education, events, and publication promotion.
- Translate key messages into compelling digital content for email, web, and social media.

Digital Content Creation, Management, and Execution (~40%)

- Execute editorial calendar and digital communications strategy.
- Draft, design, send, and manage all email communications aligned with NHLP's voice and mission on Constant Contact including newsletters, calls to action, event invites, publication announcements and sales, and fundraising.
- Create and maintain Constant Contact lists for segmented communications across all email streams; ensure existing list health by keeping up on best practices for email communications.
- Manage day-to-day publishing on NHLP's digital channels (Twitter/X, BlueSky, LinkedIn, Facebook, etc.) including basic copy writing and occasional graphic design.
- Drive timely approvals processes with program staff to ensure content is accurate and aligned.

Press Coordination and Execution (~25%)

- Write first drafts of press releases/advisories, quotes, and comments.
- Schedule and send communications to press using Google Suite and Constant Contact.
- Respond to state and local reporter requests and coordinate interviews with staff and storytellers.



- Build and maintain press lists.
- Drive timely content approvals processes with program staff to ensure content is accurate and aligned.

Data, Analytics, Evaluation (~10%)

- Track, report, and analyze digital metrics to assess performance and optimize strategy to drive engagement.
- Facilitate evaluations of process and projects, soliciting feedback from colleagues.

Other Duties and Special Projects as Needed (~10%)

EXPERIENCE AND QUALIFICATIONS

- 3-5 years experience in communications, narrative change, community organizing, advocacy, or other relevant areas required;
- Excellent written and verbal communication skills, with the ability to craft compelling narratives and messaging for diverse audiences across platforms;
- Strong relationship-based competencies (e.g., empathy, conflict resolution, collaboration, trust building, sideways management);
- Ability to work collaboratively in a fast-paced environment;
- Superb project management skills;
- Sharp editing and proofreading skills with an eye for detail;
- Capable of occasional (~2-3 times a year) travel to different states for events such as conferences, retreats, and trainings;
- Familiarity with the following: Google Suite, Constant Contact, Meltwater, Zoom, Box or similar work and marketing technologies;
- Preference for candidates working in the Eastern time zone;
- Bonus: experience with graphic design software.

SALARY AND BENEFITS

Salary will depend on the qualifications of the applicant in a range from \$80,000-85,000. NHLP provides fully paid health, dental, vision and other insurance for its employees. NHLP also contributes 3% of salary to an employer sponsored 401(k).

CLASSIFICATION: Exempt

REPORTS TO: Director of Communications

LOCATION: NHLP currently has offices in San Francisco and Washington, DC and has staff working in various states across the country. Remote applicants will be considered, and candidates based in the Eastern time zone will be prioritized.



APPLICATION INSTRUCTIONS

Applications should include the name of the position in the subject line. Please email the following to hr@nhlp.org :

- Cover letter that details your interest in the National Housing Law Project and how your experience and skills align with this role;
- Resume;
- Two examples of different types of writing (ex. email blast, press release, social media thread, landing page, talking points, etc.); and
- Three references that we can contact at a later time.

This position was posted on **August 15, 2025**. This role will remain open until filled, but initial review will begin on **August 22, 2025**.