

Communications and Membership Officer Washington, D.C.

The Communications and Membership Officer is responsible for conducting outreach to IAWJ members, responding to members' queries, and assisting in the collection of dues. The individual in this position will be responsible for the design, development, and implementation of IAWJ's communication strategies and tools in an effort to keep members informed and to increase membership.

Primary Responsibilities:

- Create and distribute monthly newsletter;
- Maintain IAWJ's social media presence;
- Write and produce content for the IAWJ website;
- Oversee membership database;
- Respond to queries from members;
- Generate membership reports;
- Assist in planning and execution of external events; and
- Provide support for conference, committee meetings, board meeting, and trainings.

Minimum Qualifications:

- Bachelor's degree plus one to three years of outreach and/or membership services;
- Excellent writing skills;
- Strong time management and organizational skills;
- Fluency in English and Spanish;
- Ability to work with a small team and independently; and
- Strong computer skills.

Desired Qualifications:

- Knowledge of international affairs;
- Past experience working with non-profits;
- Knowledge of French
- Photoshop, Dreamweaver, and/or HTML experience is a plus.

Salary and Benefits:

- Competitive non-profit salary depending on experience;
- Health, dental, & vision insurance;
- 401k contributions; and
- Flexible work schedules.

Interested candidates should submit a cover letter, resume, and a 5 page or less writing sample to office@iawj.org by September 16, 2019.