

**Communications Manager
Position Description**

New England Law | Boston is seeking a full-time Communications Manager. The Communications Manager is a member of the Communications Office and will work with administrative departments, the Deans' Office, faculty, students, and alumni to create content in support of the law school's mission and goals and in adherence to the school's strong brand.

Essential Duties and Responsibilities

- Coordinate fulfillment of communications needs.
- Work with colleagues to clarify project scope and schedules.
- Create monthly newsletters, in collaboration with the Deans' Office, faculty, and key administrative departments. Maintain accurate and up-to-date distribution lists in E2ma.
- Project management for the Office of Alumni Relations' annual magazine *The Bridge*, including managing content, schedule, and oversight of designers and freelancers.
- Write press releases that represent New England Law positively and in a thorough, thoughtful, and accurate manner.
- Design communications pieces, including invitations, admissions materials, and event programs.
- Track all media mentions, press releases, op-eds, and interviews.
- Manage digital library for the communications department.
- Maintain current media contact information and op-ed submission guidelines.
- Foster relationships with key stakeholders to inform and drive individual project plans.
- Explore innovative ways to involve students and colleagues in developing content.
- Coordinate with colleagues on short- and long-term tactical tasks with strategic goals.

Qualifications and Skills

- Excellent writing skills.
- Experience generating dynamic, engaging content in a deadline-driven environment.
- The ability to create audience-focused work that reflects brand voice and identity.
- Skilled at converting data into appealing visual presentations.
- Accomplished with a variety of delivery platforms as well as some familiarity with website content management.
- Editing skills in a variety of media, with a willingness to continually learn and improve.
- Graphic design skills are welcome, though not required.
- Strong computer and database skills. Knowledge of Microsoft Office Suite, Adobe Creative Cloud, and Canva is preferred.
- Ability to align output with the school's strategic goals and visual/messaging brand.
- Collaborative mindset and team player.
- Strong attention to detail.

Education and Experience

Bachelor's degree in Communications, English, or similar is preferred with three years of related experience.

HOW TO APPLY:

Email a cover letter and resume to New England Law | Boston at: Lclifford@nesl.edu

Please include "Communications Manager" in the subject heading. NO PHONE CALLS PLEASE. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

It is the policy of New England Law | Boston to provide equality of opportunity for all persons, including faculty and employees, with respect to hiring, continuation, promotion, tenure, and any other terms or conditions of employment, without discrimination on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender (including identity and expression), genetic information, military service, age, or disability. The law school complies with all applicable federal, state, and local nondiscrimination laws, including Title IX.