POSITION ANNOUNCEMENT
Part-Time Communications & Operations Assistant
New York, NY (remote)

About International Senior Lawyers Project
Founded in 2000, International Senior Lawyers Project (ISLP) is an independent non-profit organization that mobilizes top-tier pro bono legal support to advance the rule of law and international development that is more sustainable, inclusive, and accountable. Our clients are governments, civil society actors, and social enterprises. Practice areas include: natural resources management; investment and trade; tax; accountability and transparency; community-inclusive development; media law and freedom of expression; and social enterprises and innovative finance.

Position Summary
The International Senior Lawyers Project (ISLP) seeks a collaborative, resourceful, tech-savvy individual to join our team to assist with website maintenance and updates, e-newsletter layout and posting, Salesforce database maintenance and reporting, and other projects. Reporting to the Communications and Operations Manager, they will collect and analyze website and social media metrics to provide insight into audience engagement. Specific tasks will include but not be limited to:

- Provide overall support in the development, implementation, and execution of ISLP’s communications strategic plans and activities
- Provide support in maintaining content on organization website including drafting copy and updating site routinely with news and program information
- Assist in managing organization social media channels (including drafting copy for Twitter, Facebook, LinkedIn posts), loading weekly and monthly email newsletters, and monitoring and reporting on analytics
- Perform light in-house design, editing, and layout as needed for reports, advertisements, PowerPoints slides
- Work with website development consultants and vendors to identify and implement enhancements to the website, fix bugs, and maintain the integrity of the website
- Collect and report on qualitative and quantitative audience and performance data using Google Analytics, Mailchimp data, in-app social metrics and other applicable tools
- Implement the segmentation strategy and monitor its effectiveness by testing and evaluating campaign success and analyzing data to yield smart insights
- Provide operations and administrative support such as setting up and providing support of webinars, data entry and ensuring data quality in Salesforce and other duties as assigned

Qualifications and Skills:
- Experience with Salesforce and data-cleaning / data management is essential
- Experience with Canva, Mailchimp, Wordpress, PowerPoint, and G-Suite is essential
- Experience with social media – e.g., institutional/organizational profile-building – preferred
- Graphics experience – e.g., creating templates on Word and PPT – preferred
- Ability to manage multiple, simultaneous workflows; strong intuition for prioritization
- Self-motivation and ease working both independently and collaboratively essential
- Strong interpersonal skills - including a sense of humor and positive approach
- Excellent written, verbal, organizational, and analytical skills

March 2022
• Interest and/or experience in international development a plus

Compensation
This is a part-time, hourly role, with an estimated average commitment of 8-10 hours per week. The specific days and hours are flexible. The rate is $40/hour.

How to Apply
Please submit your CV/Resume and cover letter expressing your interest to office@islp.org. Please use the subject line: “Application - Comms and Ops Assistant.” Applications will be considered on a rolling basis.

ISLP is a workplace that genuinely values inclusive diversity and trust-based collaboration. Employment, consultancies and promotional opportunities are offered without regard to race, religion, gender identity or expression, age, sexual orientation, disability, or any other protected characteristic as established by law.