



## Communications Specialist

### Organization Overview

The International Corporate Accountability Roundtable (ICAR) is a civil society organization based in Washington, D.C. committed to ending corporate abuse of people and the planet. As a coalition of 40+ member and partner organizations, ICAR advocates for real protections and strong enforcement of the law to protect the public by enacting reasonable safeguards against corporate abuse, protecting those who speak out against corporate wrongdoing, and combating the rise of the corporate state. ICAR challenges governments to engage and lead in the international arena, set conditions in the market, and ensure legal accountability and access to remedy.

ICAR, a project of the Tides Center, is committed to building a team and a culture centered around diversity, equity, and inclusion.

### About the Role

The Communications Specialist is responsible for supporting staff in the development and implementation of ICAR's strategic communications of our organizational priorities to relevant stakeholders in a manner that advances ICAR's objectives. The Communications Specialist will work to create and implement a communications strategy that supports ICAR's strategic initiatives; develop public facing documents; and build and maintain communications networks among press, stakeholders, and other experts. The Communications Specialist reports to the Deputy Director.

**Location:** The ICAR office is located in Washington, D.C.

### Responsibilities

#### Communications

- Assist in the development of ICAR's communication priorities and strategies to support organizational and programmatic work
- Draft fact sheets, press releases, and other documents at near-final or final standard
- Draft external communications in support of ICAR's communications strategy
- Build and maintain ICAR's social media and online presence
- Manage website content and make necessary and regular updates
- Prepare media content and speak with members of the media as needed
- Serve as a point of contact for media inquiries and maintain an updated press list

#### Advocacy and Policy

- Monitor legislative and policy developments relevant to ICAR's initiatives at both the national and international level to ensure ICAR takes advantage of key communications moments
- Collaborate with members, partners, allies, and consultants on ICAR's advocacy and campaign initiatives
- Organize events and workshops that promote ICAR's mission and initiatives

#### Administrative

- Maintain comprehensive, accurate and up-to-date files, records, and systems
- Participate in organizational strategy and planning processes
- Track and cover relevant external meetings and events, and report back as needed



- Organize internal and external events and meetings, including sending out meeting notices, taking and circulating notes and action items, and other logistics
- Other duties as assigned.

### **Education and Experience**

- Bachelor's degree in Marketing, Communications, English, Journalism, or foreign equivalent required with 2-5 years of relevant experience
- Strong writing, editing, public speaking, and presentation skills
- Experience assisting in developing and implementing successful and strategic communications
- Interest in human rights, good governance, corporate accountability, and/or social justice
- Enthusiasm for the organization's mission and initiatives
- Strong interpersonal and leadership skills, and an active team-player
- Highly motivated with the creativity, confidence, and ability to act proactively and to think quickly— strong organizational skills required
- Strong attention to detail with ability to balance multiple tasks working both independently and as part of a team
- Contacts with relevant reporters, press and media outlets, and government staffers *preferred*
- Experience creating social media content on major social media platforms (Twitter, Facebook, YouTube, LinkedIn)
- Ability to juggle multiple tasks and consistently meet deadlines
- Ability to establish and maintain effective working relationships with internal and external stakeholders

### **Compensation:**

This is a full-time position. The salary for this position will be between \$50,000 - \$60,000 and depend upon the applicant's experience. Benefits for this position include Health, Vision, Dental Coverage; Short Term / Long Term Disability Coverage; 403 (b) Safe Harbor Matching; 15 Vacation Days (20 days after first year of employment); 10 Paid Holidays; Paid Closure December 24 – January 1.

### **Other Special Considerations**

The Communications Specialist role is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule. Must be legally able to work in the United States.

ICAR staff is currently working remotely. When public health guidelines allow for regular in-person work, the Communications Specialist will be expected to be based out of ICAR's office in Washington, D.C.

### **How to Apply**

Please submit electronically, in English, in a single PDF document a Cover Letter, Resume and two references to [apply@icar.ngo](mailto:apply@icar.ngo) with the subject line "Communications Specialist – Application".

ICAR, a project of Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, veteran status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.