ACLU
AMERICAN CIVIL LIBERTIES UNION
Montana

COMMUNICATIONS DIRECTOR JOB SYNOPSIS

Full job description can be found [here](#).

POSITION OVERVIEW

The ACLU of Montana Foundation ("ACLU of Montana") seeks a dynamic, strategic, and creative innovator to conceive and create all aspects of a state-wide public relations and communications program, using multiple platforms to reach audiences across Montana. At the ACLU of Montana, we cover the broad waterfront of civil rights issues, including the right to privacy (including reproductive rights), voting rights, criminal-legal reform, and 2S-LGBTQIA rights, with a particular emphasis on our strategic priority areas of Indigenous Justice and decriminalization of poverty. The ideal candidate has the demonstrated experience to lead a comprehensive strategic communications and marketing plan that furthers the organization's goals, centers and uplifts community storytelling, while applying an anti-racist and anti-colonial lens to communications work.

The Communications Director will work closely with the Executive Director, the Leadership Team, and the National ACLU and supervise one communications staff member based on needs determined by the Communications Director and Executive Director. The Communications Director will work across departments as a communication partner on strategic initiatives to meet the communication objectives described above. The ACLU-MT is a fully remote office with staff working across Montana. The Communications Director must live in or be willing to move to Montana. To learn more about working for the ACLU-MT, please visit: www.aclumontana.org/careers.

COMPENSATION AND BENEFITS

This position is full-time, exempt, and will pay an annual salary of between $83,130-$99,449, depending on experience. Excellent benefits offered, including health, vision and dental insurance, short and long-term disability and life insurance, 401(k) retirement plan with employer matching, and generous vacation, holiday, sabbatical, and family and medical leave policies. Relocation reimbursements for actual moving expenses are available up to $4,000, contingent on two year's employment. A monthly reimbursement for personal mobile phone and internet is offered to all ACLU employees. The ACLU of Montana also invests in each staff member's professional development.

APPLICATION PROCEDURE

All applications are treated confidentially. Please submit (in pdf format if possible):

1. A letter of no more than one page describing your interest in the position. Please indicate in your letter where you learned of this position.
2. Resume.

3. Two relevant professional writing samples of no more than 15 pages in total, preferably including one project plan and one example of storytelling.

4. Up to three additional communications or media samples, such as short videos, graphic design, or social media posts (optional).

Email your application to jobs[at]aclumontana.org with "Communications Director" in the subject line of your email.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing to jobs[at]aclumontana.org to request reasonable accommodation at the time of application.

HIRING PROCESS

Application review will start July 19, 2024. Applications after that date are encouraged and will be accepted on a rolling basis until the position is removed from the ACLU-MT Careers page.

Our hiring process is managed by a dedicated hiring committee and HR. The steps for finalist selection include a screening call by HR staff, videoconferencing interview with the hiring committee, a compensated assessment/work sample exercise, a final interview, reference calls for the selected finalist, decision and making a job offer to the finalist candidate. We commit to regular communication with all applicants throughout the process, will apprise candidates of next steps as appropriate, and will promptly communicate any change in timeline.