



NOTICE OF POSITION OPENING

ONLINE ADVOCACY COORDINATOR

AMERICAN CIVIL LIBERTIES UNION FOUNDATION OF FLORIDA

The American Civil Liberties Union of Florida (ACLU-FL), a statewide affiliate of the National ACLU, is seeking an individual to fill the position of Online Advocacy Coordinator, located in Miami.

The ACLU-FL, with headquarters in Miami, and Regional Offices in Tampa, Pensacola, and Jacksonville is one of the largest ACLU state affiliates with approximately 25,000 members and a staff of 25. The ACLU of Florida's mission is to defend and expand civil liberties and civil rights in Florida. There are 18 ACLU-FL chapters led by volunteer activists, as well as thousands of members and supporters who take action on-line and in other ways as part of ACLU issue campaigns.

The Online Advocacy Coordinator position manages the ACLU of Florida's online communications and advocacy program, and facilitates inter-departmental collaboration to advance the mission of the ACLU. This communications position works in concert with our legal, legislative, development and regional office staff and reports directly to the Director of Communications. The communications department is a fast-paced and ever-evolving environment and requires the ability to multitask effectively and complete tasks individually as well as in a group.

Responsibilities:

- Support in content creation and maintenance of the ACLU of Florida websites (www.aclufl.org | www.myfloridaaclu.org | www.restorerights.org | www.pathproject.net and others as they arise);
- Advance the ACLU of Florida's social media/networking presence;
- Primary internal contact for Convio e-communication platform, including building pages, action alerts, creating assets using publishing tools, running reports, building and testing e-mails and other Convio-related tasks;
- Assist in creation and management of online initiatives as a tool for activists to advance ACLU of Florida's program goals, including developing content for action alerts, the ACLU e-newsletter, the ACLU newsletter *The Torch*, advocacy and fund raising communications, both online and offline;
- Work across ACLU departments and projects to execute tactics for mobilization of members and outreach programs;
- Assist with media outreach;
- Identify and find solutions for internal technology problems and needs related to carrying out the ACLU's mission online; and
- Other tasks and responsibilities as assigned.

Qualifications:

- Excellent computer & Internet skills including MS Office, HTML, ColdFusion, Convio or GetActive, and Adobe graphics programs;
- Excellent verbal, written, research and interpersonal communication skills;
- Preference for Spanish- or Creole-speaking candidates;
- Effective and proven team process and project management experience;
- A keen eye for design, page layout and general presentation;
- Detail oriented with strong follow through, demonstrated ability to solve problems, ability to meet tight deadlines and manage resources effectively;
- Solid understanding of Internet tools, processes and techniques for membership development, advocacy campaigns, list building and social networking;
- Experience with online marketing and cross-channel marketing in for-profit or non-profit settings is desirable;
- A profound and well-articulated commitment to civil liberties, and the mission of the American Civil Liberties Union;
- Bachelor's Degree; and
- A minimum of three years professional experience with online media advocacy and outreach, preferably with an advocacy-oriented, non-profit organization.

Salary and Benefits: Salary is commensurate with experience. The ACLU provides excellent benefits including health and dental insurance with generous vacation, holiday and medical leave policies.

Application Process: Job posting effective July 12, 2010. Position will be filled as soon as possible. Please send résumé and cover letter to:

Brandon Hensler, Director of Communications
American Civil Liberties Union of Florida
media@aclufl.org (no phone calls)
4500 Biscayne Boulevard - Suite 340
Miami, FL 33137-3227

The ACLU is an affirmative action/equal opportunity employer. Women, people of color, persons with disabilities and lesbians and gay men and transgendered persons are encouraged to apply.