



**COMMUNICATIONS ASSOCIATE AND UNIVERSITY LIAISON
FAIR LABOR ASSOCIATION**

The Communications Associate and University Liaison will support the Director of Communications and Outreach in writing and producing materials related to both external media and internal communications activities. The person will also have significant responsibility for communicating with the FLA's college and university members.

Job Function & Responsibilities:

- Work closely with Director of Communications to coordinate incoming media requests.
- Efficiently process inquiries from media and FLA members.
- Write and edit organizational newsletter and other publications.
- Assist in development and distribution of publications.
- Maintain the FLA web site.
- Serve as University Liaison; act as primary point of contact for college and university members.

Qualifications:

- At least 5 years experience in nonprofit, advocacy, labor rights, or agency public relations.
- Excellent writing ability. Journalism experience a plus.
- Work with web site design or maintenance helpful.
- Ability to understand, coordinate, and connect disparate areas using creative communications solutions.
- Ability to work independently and collegially in a fast-paced, relaxed environment, often under tight deadlines.
- Familiarity with U.S. higher education system and college administration a plus.

Salary commensurate with experience.

Send resume and cover letter to employment@fairlabor.org by February 2, 2007. The position is based in Washington, DC. FLA offers a generous benefits package.

January 12, 2007