

COMMUNICATIONS ASSOCIATE

Washington, DC

Reports to: Deputy Director of Communications

Public Justice seeks a full-time entry- to mid-level communications associate to assist with the organization's growing portfolio of media and outreach and organizing work. Public Justice is a non-profit legal advocacy organization that pursues high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses. This is a unique opportunity to join a vibrant and thriving non-profit communications shop focused on messaging and marketing some of the most high-profile progressive advocacy issues. Working within a small communications shop, the Communications Associate will have numerous opportunities to develop a variety of skill sets and to have hands-on experience shaping messages and tackling a diverse array of policy and advocacy projects.

This position is part of the organization's Department of External Affairs and reports to the Deputy Director of Communications.

Key Responsibilities Include:

- Building and maintaining media lists for Public Justice's various practice areas, including gender and sexual violence, anti-bullying advocacy, access to the courts and environmental justice.
- Ensuring day-to-day social media updates on Facebook, Twitter and Instagram and overseeing routine content updates for our website, PublicJustice.net.
- Managing Public Justice's Trial Lawyer of the Year process, including logistical coordination with our documentary film production company and managing the submissions process for nominees.
- Serving as Public Justice's liaison to allied coalitions, including those focused on federal Title IX issues, gender and sexual violence, LGBTQ equality and anti-bullying efforts.

Other Responsibilities:

Media & Messaging

- Solicit, edit and publish op-eds by Public Justice attorneys on our organizational blog, as well as external blog platforms, and occasional drafting of blogs.
- Assist with development of program area talking points and fact sheets, and ensuring timely updates reflecting changes in our litigation docket.
- Assist with writing and distributing Public Justice's monthly e-newsletter and action alerts.
- In conjunction with the organization's legal team, ensure regular content submissions for state trial bar publications.

Public Education, Outreach & Organizing

- Serve as the primary liaison to Public Justice's State Ambassadors Network.

- Manage departmental calendar of e-updates, including suggesting topics and content for programmatic updates to Public Justice supporters.
- Work with Public Justice web and graphic design consultants on website and branding projects
- Assist with content development for program books, speeches and public presentations.
- Create, update and manage contact and distribution lists for various projects and focus areas.

Qualifications

We're looking for a team player with a keen interest in beginning, or expanding, their burgeoning career in communications. Excellent writing and editing skills are a must, and experience with web content management systems (preferably WordPress) and email database programs (such as Constant Contact) are a big plus. Familiarity with social media platforms and Microsoft Office software is also important. Experience working with progressive advocacy organizations or campaigns and/or legal advocacy groups is also a plus.

Benefits

Public Justice offers a generous benefits package, including two weeks of paid vacation, two weeks of sick leave, and two personal days each year, all federal holidays, employer-paid health, dental and vision insurance premiums, and a 401(k) plan.

To Apply

Send your resume, cover letter and a short writing sample to sralls@publicjustice.net. Public Justice is an equal opportunity employer and values a diverse and progressive workplace. Women, people of color, LGBTQ applicants, people with disabilities and veterans are all strongly encouraged to apply.

For more information on our work, visit www.PublicJustice.net.