



PUBLIC JUSTICE

IMPACT. CHANGE.

National Headquarters 1620 L Street NW, Suite 630, Washington, DC 20036
West Coast Office 475 14th Street, Suite 610, Oakland, CA 94612

JOB ANNOUNCEMENT

Please post and inform potential applicants.

September 2020

COMMUNICATIONS ASSOCIATE
Washington, DC, or Oakland, CA (preferred)
Remote candidates will be considered

Public Justice seeks a full-time entry- to mid-level communications associate to assist with our ambitious and creative legal organization's growing portfolio of digital communications, earned media, and grassroots outreach. 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. In particular, we ensure access to the civil justice system, protect the civil rights of students, boldly lead efforts to reform the industrial agriculture system, fight to end qualified immunity and modern-day debtor's prisons, enforce the nation's most important environmental laws, and much more.

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 open immediately, is part of the organization's Department of External Affairs, and reports to the Director of Communications. The position is based in either our Washington, DC, office or Oakland, CA, office, although exceptional remote candidates will be considered.

Key Responsibilities Include:

- **News Media:** Assist with news media campaign planning and outreach for Public Justice's various practice areas, including building press lists, writing press statements and releases, pitching story ideas to journalists, and liaising with allies and co-counsel
- **Awards and Events:** 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
- **Social media & website:** Ensuring day-to-day social media updates on Facebook, Twitter and Instagram and overseeing routine content updates for our website, PublicJustice.net

- **E-mail management:** Manage the organization’s digital outreach to our various groups of supporters, particularly via our monthly e-newsletter and action alerts for organizational advocacy campaigns. Serving as Public Justice’s liaison to allied coalitions, particularly those focused on federal Title IX issues, student civil rights, and LGBTQ equality issues

Other Responsibilities:

Media & Messaging

- Solicit, edit and publish opinion pieces by Public Justice attorneys on our organizational blog, as well as external blog platforms, and occasional drafting of blog posts
- Assist with development of program area talking points and fact sheets, and ensuring timely updates reflecting changes in our litigation docket
- Regularly monitor engagement statistics for mass email and social media, in order to help guide organizational digital media strategy
- Occasionally undertake basic graphic design for digital media projects
- In conjunction with the organization’s legal team, ensure regular content submissions for state trial attorney publications

Public Education & Outreach

- 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

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.

Preferred background and skills include:

- Experience with news media outreach,
- Experience with web content management systems (preferably WordPress) and mass email programs (such as Constant Contact)
- Familiarity with prominent social media platforms
- Experience working with progressive advocacy organizations or campaigns and/or legal advocacy groups

Salary & 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. The starting salary range for the position is \$45,000 to \$50,000.

To Apply

Please send your resume, cover letter and a short writing sample to Communications Director Aidan O'Shea at aoshea@publicjustice.net. The application deadline is **October 15, 2020**, at which point applications will be reviewed on a rolling basis until the position is filled. 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 Public Justice, please visit our website at www.publicjustice.net.