



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.

May 2022

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 organization's growing portfolio of digital communications, earned media, and grassroots outreach.

Public Justice takes on the biggest systemic threats to justice of our time – abusive corporate power and predatory practices, the assault on civil rights, and the destruction of the earth's sustainability. We connect high-impact litigation with strategic communications and the strength of our partnerships to fight these abusive and discriminatory systems and win social and economic justice.

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 a nonexempt position, is open immediately, is part of the organization's Department of External Affairs, and reports to the Director of Communications. Our strong preference is for the position to be based in either our Washington, DC, office or Oakland, CA, office, but we will consider especially qualified candidates seeking to work remotely from other parts of the country.

Key Responsibilities Include:

- **News Media:** Assist with news media campaign planning and outreach for Public Justice's various practice areas, including building press lists, supporting media trainings, writing press statements and releases, pitching story ideas to journalists, and liaising with allies and co-counsel.

- **Awards and Events:** Manage 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. This position will also support other events, both in-person and virtual, including membership and outreach events, Congressional hearings, partner organization-led events, and more.
- **Social media & website:** Ensure day-to-day social media updates on Facebook, Twitter and Instagram; track social media metrics and performance; and work with staff to oversee 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. The position will also support the data management of our email platform, working with our Development Department to ensure lists are updated and accurate.
- **Coalition building:** Represent Public Justice at coalition meetings, including acting as an organizational representative to the Leadership Coalition on Civil and Human Rights (LCCHR) and helping to raise our visibility among allies in various social justice movements, including advocacy partners in the LGBTQ and women’s communities, and communities of color.

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 ensure 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.
- Regularly monitor and track trending news media stories and coverage around our various advocacy issues.
- Support our branding and graphic design work related for various social media and digital communications projects.

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 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 and EveryAction)

- Experience with prominent social media platforms (Twitter, Facebook, Instagram)
- Familiarity with basic graphic design work and digital media (preferable Canva or Adobe software)
- Experience working with progressive advocacy organizations or campaigns and/or legal advocacy groups

Public Justice offers a mission-focused work environment, a teamwork and community-oriented approach, and a competitive compensation package. We provide excellent benefits, including at least three weeks of paid vacation, two weeks of sick leave, two personal days each year, all federal and some local holidays, employer-paid health, dental and vision insurance premiums, and a 401(k) plan.

The salary for this position will be between \$50,000 and \$63,000, depending on experience. Public Justice requires those working in its offices to be fully vaccinated against COVID-19. Reasonable accommodations to this requirement, including remote work, based on disability or a sincerely held religious belief, will be considered.

Interested candidates should send a resume, cover letter, writing sample, and contact information for two references to lsears@publicjustice.net with the subject line 'Communications Associate.' Applicants are encouraged to submit their materials by May 15, 2022, 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 workplace. We strongly encourage applications from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please email lhughes@publicjustice.net.