



OUT FOR JUSTICE

<b>Job Title:</b>	Communications Coordinator	<b>Position</b>	Permanent
<b>Total Payment:</b>	Up to \$60,000 annually	<b>Time Commitment:</b>	Full-time/ 40 hours weekly

**Job Description:**

**Purpose**

Out for Justice, Inc. is searching for a Communications Coordinator to make recommendations for organizational messaging and campaigns, and promote organizational information and events via the appropriate medium. They will craft and publish messages and infographics in support of the work and mission, while managing media relations. The ideal candidate for this position is both engaging and friendly, proactive, and organized. They must work well in a fast-paced environment and have experience working in the communications field.

**Primary Responsibilities and Duties**

The Communications Coordinator performs a wide range of duties, including the following:

**Organizational Leadership**

- Developing and executing an annual communications strategy and plan for the organization, including social media, digital organizing strategies, earned media and organizational brand recognition
- Managing all aspects of both in-house and public facing materials, ensuring consistent messaging and tone across all organizational written and visual communications
- Maintaining knowledge of the advertising budget and creating consistent professional advertising content for Out for Justice programming and events aimed at engaging the community and increasing reach and impact
- Creating graphics for publications, newsletters, or annual reports that are sent to donors and supporters

**Program and Campaign Leadership and Support**

- Collaborating with OFJ staff to create and manage outreach methods and managing promotional efforts on social media as needed
- Developing new (and improving on existing) materials, including toolkits, webinars, and presentations as related to assigned programs
- Assisting community members and supporters in navigating a variety of technological platforms to attend in-person and virtual events
- Coordinating with staff and members to facilitate visual storytelling or other media representation of member-led experiences, campaigns, and policy initiatives

**Social Media**

- Creating and maintaining a weekly calendar of social media posts and content in alignment with broader organizational or campaign communications strategy using Instagram, Facebook, YouTube and Twitter
- Creating original content, including flyers and calls-to-action using Canva or a similar platform to share on social media as needed



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- Managing outreach and serving as ambassador for the organization to members, current and potential supporters, and local and national organizational partners on social media, including monitoring and engaging in social media discussions regarding issues related to OFJ's campaigns or other work

#### **Traditional/ Earned Media**

- Managing media relations and developing contacts with relevant leaders within the community
- Conceptualizing communications and press strategies
- Drafting press releases and conducting outreach to traditional media as needed and directed
- Serving as a liaison between organization's staff or members and journalists, as needed

#### **Website Maintenance**

- Updating and maintaining organization website

The Out for Justice Communications Coordinator will be expected to perform the following:

- Effectively utilizing Google Forms and other tracking tools to monitor and track media and communications activities
- Attending weekly meetings including, but not limited to, a one hour committee meeting, one hour core team meeting, and a two-hour monthly membership meeting
- Attending all mandated training and professional development opportunities
- Following organizational policies and procedures as outlined in the employee handbook and employee policy/procedure folder, while fulfilling duties as described in the job description
- Fulfilling all other duties as assigned

#### **Position Requirements**

- Bachelors in related field with two (2) years of experience OR four (4) years of relevant experience
- Must be able to produce a portfolio of work i.e, writing samples, websites, etc.
- A valid driver's license and the ability to operate a vehicle
- Strong written and verbal communication skills
- Self-managing and possessing the ability to take initiative
- Must be extremely organized and able to follow and implement process
- Demonstrate commitment to Out for Justice's mission and work
- Proficient in Microsoft Word and Google Suites
- Must have flexibility to work outside regular business hours including some weekends
- Must have great interpersonal skills, including demonstrated patience in difficult situations

#### **Ideal Candidates**

- Formerly incarcerated or directly impacted persons encouraged to apply
- Committed to racial and economic equity through legal system reform and helping people who have served time in jail or prison
- Detail-oriented, organized, and adaptable, with the ability to manage multiple priorities simultaneously
- Proactive, self-starter who uses good judgment when engaging with others in professional settings
- Comfortable using technology to connect with others and excels in an autonomous environment



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- Basic understanding of challenges facing individuals and families impacted by poverty and the criminal legal system

## To Apply

Please apply via the online job application here: <https://forms.gle/dnh4BrHazGZNFxAj7>.

Please DO NOT email or call [getinfo@out4justice.org](mailto:getinfo@out4justice.org) about the status of your application.

Out for Justice seeks to fill this position by the end of November 2022.