



CENTER FOR PUBLIC JUSTICE

Communications Associate
Approximate Start Date July 1, 2023
Full-Time
Based in Alexandria, VA

Position Description

The Center for Public Justice (CPJ) seeks a Communications Associate. CPJ is developing more effective communications, increasing and diversifying its fundraising efforts, and building the organization's public profile. The Communications Associate will help to manage and continue CPJ's growth in impact and relationships by playing an integral role in the organization's communications efforts. The Communications Associate reports to the Director of Communications, and supervises communications interns.

The Center for Public Justice

CPJ is a nonpartisan, independent, Christian civic education and public policy organization whose mission is to serve God, advance justice, and transform public life. Through its programs CPJ equips citizens, develops leaders, and shapes policy. A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission, therefore any interested candidate must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Overall responsibility: The Communications Associate supports the work of the Director of Communications across all of CPJ's programs to equip Christians with a public justice framework for political engagement. The Communications Associate will support in the areas of digital strategy related to social media, email marketing, database management, graphic design, and copyediting.

Key responsibilities

- Provide support for CPJ's digital communications strategy, including:
 - design and drafting of social media content and graphics
 - production of email newsletters
 - design and management of CPJ's online fundraising campaigns
- Update content on CPJ's websites and digital media platforms

- Run effective communications strategies with CPJ's CRM to support organization-wide communications responsibilities
- Support CPJ online events through marketing, video editing, technology management, pre-production, and post-production materials
- Assist with the design, writing, and distribution of print communications materials including the organization's Annual Report and Case for Support
- Create print and digital promotional materials, including one-pagers, presentations, and flyers
- Supervise communications interns
- Assist with other communications tasks as needed

Persons applying for the position should have

- A personal, active, and demonstrable commitment to Christ and to CPJ's mission,
- Strong proficiency using web-based communication and graphic design tools (e.g. Virtuous CRM, Canva, Adobe Creative Suite, social media publishing tools),
- Excellent organizational skills including evidence of managing multiple tasks simultaneously and consistently meeting deadlines
- Excellent attention to detail
- Strong writing and editorial skills
- Strong interpersonal communications skills and good judgment
- Ability to take initiative, work independently and collaboratively
- Hold at minimum a bachelor's degree in a related field or equivalent professional experience

Ideal candidates will also possess these attributes

- Spanish language fluency
- Familiarity and/or demonstrable understanding of the Reformed theological tradition and in particular its expression in the concept of public justice
- Knowledge of and/or experience with faith-based public policy or advocacy

Salary and Benefits

The annual salary for this position is \$40,000 - \$50,000 depending on experience and skill. CPJ offers a generous benefits package which includes: 100% paid health and dental insurance; 15 paid holidays; 2 weeks paid leave (3 weeks after the first year employment), paid family medical leave and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of annual salary. This position is hybrid-eligible, meaning up to two

weekly telework days are made available for this position. Telework is made available on Mondays & Fridays for employees whose positions meet the criteria for telework.

Application Process

Applicants should submit a cover letter, a current resume, a portfolio of relevant work detailing web-based communication and design experience, and four references with contact information including name, relationship, address, email and telephone numbers. At least three professional references and one character reference who can speak to the candidate's maturity as a Christian are requested.

Inquiries and application materials should be sent via email (with Word or PDF attachments) to the contact below, referencing "Communications Associate" in the subject line. Upon submission of the required application materials, qualified candidates will be asked to review the Theological Basis and Standards of Conduct. Prior to setting up an interview, qualified candidates will be asked to affirm that they will uphold these standards if they are selected for the position.

No paper applications or phone calls please.

Contact:

Mr. Oliver Mead

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