



Communications Associate  
Available Immediately  
Full-Time  
Based in Alexandria, VA

### Position Description

The Center for Public Justice (CPJ) seeks a Communications Associate. CPJ is developing more effective communications 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 research organization whose mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life. 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:
  - management of CPJ's social media accounts, including the creation and posting of engaging content and graphics across various social media platforms
  - production of email newsletters
  - design of fundraising campaign materials and the development of email outreach
- Update content on CPJ's websites and digital media platforms
- Draft and edit press releases, newsletters, and other communication materials to ensure clarity, consistency, and adherence to CPJ's messaging and branding guidelines

- 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 in the planning and execution of CPJ in-person events, including conferences, workshops, and seminars.
  - Provide support through communication with vendors and ensure smooth event logistics.
  - Capture high-quality photographs and videos at events and other relevant activities to support communication efforts.
- Assist with the design, layout, writing, and distribution of print materials
- 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 and project management skills including evidence of managing multiple tasks simultaneously, consistently meeting deadlines, and collaborating with external partners
- Excellent attention to detail
- Strong writing and editorial skills
- Strong interpersonal communications skills and good judgment
- Ability to take initiative, work independently, and display proactive problem-solving skills and self-motivation
- Proficiency in photography and videography, with the ability to capture high-quality images and videos
- 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 research or advocacy

**Salary and Benefits**

The annual salary for this position is \$42,500 - \$52,500 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 (Mondays and Fridays) are made available for this position.

### 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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