



POSITION ANNOUNCEMENT

Restore Justice, Communications Manager

Posted April 23, 2019

[Restore Justice](#) seeks a full-time **Communications Manager** to support the organization's ambitious agenda. We are a 501 c 3 non-profit organization founded in 2015. Based in the River North neighborhood of Chicago, we currently get things done with a staff of three (1 FT, 2 PT) and an active corps of volunteer board members.

Restore Justice

Our mission is to advocate for fairness, humanity, and compassion throughout the Illinois criminal justice system, with a primary focus on inmates and families affected by extreme sentences for felony convictions in their youth. We create and support policies that allow those who are rehabilitated to go home, and that ensure both inmate and victim families have opportunities for justice. We engage currently incarcerated individuals and their families, former inmates, victims and their families, and concerned Illinoisans in advocacy and service in the criminal justice system.

Position Summary

The Communications Manager will lead all communications activities for the organization utilizing the tools of the trade, including: development of messaging and strategies, direct communication with advocates and partners, traditional media relations, creation of issue-based content and products, and social media. We are seeking a prolific writer, a canny editor, and fearless slayer of WordPress dragons.

Because we are a small shop, each staff member must be comfortable working outside the lines, punching above their weight, and generally laughing their way through the occasional tedious task.

We prioritize collaboration with people directly impacted by the criminal justice system (including inmates, former inmates, lawyers, family members, and a wide and diverse cast of supporting characters). Everyone who is involved with Restore Justices needs to be able to draw deeply from their personal wells of compassion, versatility, tenacity, and patience.

While the Communications Manager will primarily work at a computer, he/she will pitch in for "all hands" activities such as advocacy trainings, board meetings, special court dates, advocacy days, coalition meetings, and prison visits. This is a new position and it will report to the Executive Director.

Core Areas of Work

Public and Media Relations

- Develop and maintain a useful media contact list and seed relationships with members of the media and media influencers.



- Manage the organization’s electronic assets, including the website, electronic marketing, and social media platforms.
- During the busy legislative season, work with colleagues and advocates to develop and pitch stories that move policy work forward in real-time.
- In between busy legislative seasons, work with colleagues and advocates to plan and develop materials to make each policy agenda item shine.
- Track media activity from here to the horizon and ensure Restore Justice is ready and able to participate in critical local, state, and national reform conversations relevant to our mission.

Writing, Editing, and Design

- Provide quick and useful written materials to support advocacy efforts.
- Provide rapid-response writing for social media, traditional media, and the web.
- Work with the policy team to polish their wonky fact-sheets and make them beautiful and available on multiple platforms.
- Be the champion of High Standards for the website, newsletter, inmate letter, and fundraising communications.
- Create basic, on-brand design assets for the website and other platforms.

Other Stuff

- Help design and implement media training for advocates and spokespeople.
- Support content preparation for board meetings and other organizational happenings.
- Work with the Executive Director on organizational public relations and fundraising strategies and materials.
- Chip in on strategy for our CRM and other organizational efforts.

A successful candidate will...

- Have a Bachelor’s degree and perhaps a graduate degree, or an equally effective alternative educational experience (such as non-credentialed education during incarceration)
- Have had at least two significant, continuous work experiences (beyond an internship), lasting more than one year.
- *Exceptional* writing and personal communication skills. Be able to write extremely well, quickly; and, be willing to find and hold the middle ground as an editor between legal-y writers and marketing-y writers.
- Be comfortable creating and maintaining a media list, framing and pitching stories, and developing relationships with reporters.
- Be proficient (and maybe even a little nerdy) in the tools of the trade, including WordPress or similar, Mailchimp or similar, social media, and G-Suite applications; Adobe/design or Salesforce/CRM skills are a plus.
- Demonstrate a commitment to and interest in issues related to long-term incarceration.

Restore Justice believes in:

- Affirming the DIGNITY & HUMANITY of all, regardless of age, income, race, ethnicity, sexual orientation, national origin, or criminal history.



- The idea that PEOPLE COME FIRST. People matter more than any agenda or abstract success, and we strive to make sure that what we do creates real change for real communities.
- DOING NO HARM. Restore Justice maintains rigorous checks to ensure our policies do not negatively impact the people we serve or prevent individuals from accessing services.
- PRACTICAL STRATEGIES that can achieve ASPIRATIONAL GOALS. We dream big while also recognizing the dynamics of the system as it is.
- The possibility for TRANSFORMATION. All individuals are capable of dramatic change within themselves and people united together are capable of creating dramatic change in systems and institutions.

Important details

- We are targeting an individual who is comfortable with a salary of \$50 - \$60K, based on experience and stage of career.
- Our benefits package currently includes paid time off, health insurance, dental insurance, and a long-term disability plan.
- We aspire to be a workplace that promotes balance and health.
- We are an equal opportunity employer and encourage all to apply.
- If you would like assistance with any aspect of the hiring process, please elaborate in an email to jobs@restorejustice.org. Because we are stretched thin, **we can't take phone calls about the position in advance of the deadline.** We will do our best to respond to queries and acknowledge your application in a timely manner.

Send resume, cover letter, and three references*, by Friday, May 17:

Jobi Cates, Executive Director (pronouns: she/her)
jobs@restorejustice.org

Or by mail:

Jobi Cates, Executive Director (pronouns: she/her)
Restore Justice Foundation
PO Box 101099
Chicago, IL 60610

*References will not be contacted without your advance approval.