



## **Job Announcement: Communications Intern**

Title: Communications Intern (20-25 hrs/wk)

Location: Takoma Park, MD

Application deadline: May 1, 2023

Through the sharing of stories and resources, and by using the arts as a bridge between people inside and outside of prison, Justice Arts Coalition (JAC) harnesses the transformative power of the arts to reimagine justice. Our work stems from the premise that art can serve as connective tissue, weaving its way back and forth through prison walls to foster and strengthen relationships between people inside and out. Art can remind us of our shared humanity, of our common struggles and sacrifices, and that every one of us has unique gifts and a unique story to share. To create a work of art, a song, a dance, or a poem within the repressive confines of prison is truly a courageous and liberatory act – a reclaiming of identity, of possibility, of worth; a demand to be visible. JAC affirms, uplifts, and amplifies the voices of those who venture onto this path towards freedom.

Justice Arts Coalition (JAC) is seeking an Intern based in the Washington, DC area to assist in all areas of online communications, including website maintenance and development, email, and social media, as well as in organizing, advertising, and facilitating local events. This is a year-long commitment of 20-25 hr/week, \$20 per hour. You will primarily be working in person at JAC's headquarters in Takoma Park, MD within a team of staff, interns, and local volunteers.

### **Primary Responsibilities:**

- Maintain and update the [Justice Arts Coalition](#) (JAC) website
- Organize and beautify JAC's online portfolios and galleries of artwork by artists who are or have been incarcerated and monitoring comments posted by visitors to the website
- Manage JAC's blog, writing posts and facilitating guest posts
- Message via the JAC social media accounts, mailing lists, and website to inform followers of upcoming events and JAC highlights

- Design social media material and promotional graphics in Canva, Adobe Suite, etc.
- Design and develop content for JAC's e-newsletter
- Assist with the design and content of JAC's inside newsletter
- Respond to email inquiries that come through the website
- Participate in Gallery of the Month meetings and curation, draft Gallery of the Month descriptions
- Maintain close communication with programs team to ensure all programmatic updates are reflected in our external communications
- Draft press releases
- Record meeting minutes
- Delegate tasks to communication team volunteers

**An ideal candidate would possess the following:**

- Passion about and commitment to social and racial justice and abolition
- Passion about and commitment to equity in access to arts programming and opportunities for creative expression
- Personal experience with incarceration, either directly or through the incarceration of a loved one
- Experience in social media marketing, website management, graphic design
- Experience using Google Drive and Slack
- Strong written and verbal communication skills (proficiency in Spanish is a plus)
- Flexibility, humor, creativity, integrity, and curiosity
- The ability to work independently and in close collaboration with others

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation, gender identity, or any other protected group. **Individuals who have been directly impacted by the carceral system are encouraged to apply. We also encourage people of color, women, queer and trans/gender-nonconforming people to apply.**

**To apply for this position with JAC, please send your resume/CV, a cover letter clearly describing your skills as they relate to this position and the reasons for your interest in this position, and the names of two references to [jobs@thejusticeartscoalition.org](mailto:jobs@thejusticeartscoalition.org)**