



Development & Communications Assistant

Title: Development & Communications Assistant (30 hrs/wk)

Location: Takoma Park, MD

Start Date: December 4, 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. JAC affirms, uplifts, and amplifies the voices of those who venture onto this path towards freedom.

JAC's Development & Communications Assistant will work closely with the Development & Communications Director to support all social media, website maintenance, newsletters, and ongoing organizational development needs. This position requires a self-motivated individual who can work collaboratively within a team culture.

Compensation

- This is a part-time 30 hrs/wk, \$25 per hour role that may sometimes require evening and weekend work.

Work Location

- You will primarily be working in-person at JAC's headquarters in Takoma Park, MD with a team of staff, interns, and local volunteers. There is an option for a hybrid schedule.
- Some travel may be required

Benefits

- JAC's part-time staff accrue 10 hours of PTO and 4 hours of sick leave per month.
- Phone stipend
- 10 paid holidays off

Primary Responsibilities:

Communications

- Develop messaging and graphics for JAC's website, socials, press releases, and mailing lists
- Maintain and update [Justice Arts Coalition](#)'s website, including a vast collection of online portfolios and galleries of artwork by artists who are or have been incarcerated; monitor and respond to inquiries via the website
- Create original visual and written content for JAC's social media platforms and maintain a monthly communications calendar; monitor and respond to engagement promptly and professionally.
- Draft JAC's monthly e-newsletter, quarterly Inside newsletter, blog posts, Gallery of the Month, and press releases
- Write copy and develop promotional materials for special projects like JAC's annual report, exhibitions, events, and advocacy
- Assist with the development of a style guide using best practices for print and online communications

Development and Fundraising

- Assist Development & Communications Director with aspects of development tasks such as grant tracking, fundraising appeals, and events
- Participate in the drafting of documents related to grant applications and reports
- Assist with maintenance of donor database, create acknowledgements and gift reports
- Participate in Fundraising Committee meetings
- Collaborate with Program Coordinator to stay attuned to JAC program development needs including evaluation processes and data collection
- Develop and execute influencer partnerships and collaboration strategies.

Community Engagement

- Assist with correspondence to JAC network artists
- Participate in JAC community engagement programs and special events

Role Qualifications:

- Experience in social media marketing, website management, and graphic design
- Excellent written and verbal communication skills
- Research skills, excellent attention to detail, and ability to work with competing deadlines
- Ability to complete tasks efficiently and meet necessary deadlines for deliverable items such as event promotion, report submissions, and other time-sensitive projects
- A bachelor's degree is preferred, but not required, if candidate is in possession of the requisite skills and abilities

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 programing and opportunities for creative expression
- Proficiency in photography techniques, including event picture taking, composition, lighting, and post-processing.
- Personal experience with incarceration, either directly or through the incarceration of a loved one
- Experience using Google Drive, Slack, and CRMs
- Strong written and verbal communication skills (skills in multiple languages a plus)
- Flexibility, humor, creativity, integrity, and humility
- 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.**

How to Apply

Send a cover letter, resume, and 2 references to jobs@thejusticeartscoalition.org as PDF attachments with the subject line "Development & Communications Assistant Application".

Please include your name and pronouns on all documents. In your cover letter, please speak to how your experience and qualifications match what we are looking for as well as to your reasons for wanting to work with JA.