

BILINGUAL COMMUNICATIONS ASSOCIATE

Legal Aid Justice Center

Falls Church, Charlottesville, or Richmond

About the Legal Aid Justice Center

The Legal Aid Justice Center is a nationally recognized nonprofit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. Justice means racial justice, economic justice, and social justice. From its offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC is a fierce advocate for low-income clients and communities in Virginia. Just in the past year, we permanently repealed Virginia's driver's license suspension for court debt scheme, secured an injunction slashing the number of immigrants detained by ICE at the largest detention center in the Mid-Atlantic and passed a law giving Virginia oversight authority, won the nation's first COVID-specific, statewide, and enforceable workplace safety standards, passed legislation enabling communities to set up civilian oversight for law enforcement, and decriminalized school-based disorderly conduct, which was a leading contributor to the school-to-prison pipeline, especially for Black students.

Founded in 1967, LAJC provides services under four key program areas: Civil Rights & Racial Justice, Economic Justice, Youth Justice, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit www.justice4all.org.

About the Position

Legal Aid Justice Center seeks a Communications Associate to help advance LAJC's ambitious agenda to achieve economic, social, and racial justice. This position will support communications work across multiple areas including website content production and management, branding and marketing, internal communications, donor communications, as well as occasional work with earned media and social media. The position will also ensure accurate Spanish translation of communications materials. The ideal candidate will have some experience working on social, racial, and economic justice issues, writing and creating digital content in both Spanish and English, experience working with community members to facilitate storytelling and other communications activities, and some media relations experience. The candidate will have experience communicating through diverse media utilizing a race-equity lens. This position offers a chance to help grow the communications capabilities and activities of an active and multifaceted advocacy organization that is helping to create meaningful change in our service areas, the state of Virginia, and nationwide.

Job Duties

- Creates, and solicits from staff, content for the organization's website and ensures the website is up to date and reflective of our current work and priorities
- Leads the effort to ensure that appropriate communications are accurately translated into Spanish and helps to effectively distribute Spanish language content

- Working with the Communications and Development Teams, works to raise organizational awareness and increase community outreach through digital marketing
- Works with the Director of Communications, the other Communications Associate, and LAJC staff to create and implement communications plans for impact advocacy campaigns
- Provides assistance to staff to help ensure branding guidelines are maintained in public facing materials
- Assists the Director of Communications with media trainings and crisis communications, as needed

Required Qualifications

- Strong commitment to social, economic, and racial justice
- Spanish Fluency. Able to translate accurately from English to Spanish for multiple audiences.
- Excellent writing, proofreading, editing skills (an assessment exercise will be part of the hiring process for this position)
- A high degree of comfort with technology, including experience in updating/managing an organizational website
- Ability to maintain a high degree of organization in a fast-paced environment

Preferred Qualifications

- Experience working on social, economic, or racial justice campaigns in a communications role
- Knowledge of HTML, WordPress, and other common website related technology
- Experience working in coalitions
- Storytelling skills and a demonstrated ability to work with members of diverse communities
- Experience with Adobe Creative Cloud (Illustrator and InDesign, in particular) and video and audio editing experience

Location

This role will be based in our Falls Church, Charlottesville, or Richmond offices. Occasional travel between offices will be required.

Application Deadline

January 3, 2021. We accept applications on a rolling basis and encourage candidates to apply as soon as possible.

Salary

Salary range is \$40,000 to \$60,000 based on years of relevant experience and LAJC's formal salary scale.

Benefits

Our mission is compelling, and our team members are passionate about their work, and so we recognize the need to provide generous benefits and encourage rest and a healthy work environment. For example, we provide:

- Generous paid time off every year, including 3 to 6 weeks of vacation, 12 days of health leave, 6 weeks parental leave, and 14 holidays (not including bonus holidays/rest days allocated as needed)
- 100% employer paid health, dental, and vision insurance, plus excellent family insurance with annual max of \$2,400 premium contribution to LAJC-sponsored health plan
- 403(b) retirement plan with 4% employer contribution (no required match)

- Strong commitment to professional development
- Relocation package

Application Instructions

Email a cover letter and resume to Jeff Jones at hire@justice4all.org. If you're able, please submit your application as a single PDF titled "[date submitted in yyyy.mm.dd format][last name][first name][position sought]." Please include "Communications Associate" in the email subject.

The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.