



## COMMUNICATIONS ASSOCIATE

### **JOB POSTING AND POSITION OVERVIEW**

The American Civil Liberties Union (ACLU) of Montana seeks a dynamic team player to fill the position of Communications Associate. This position will help amplify our work on a broad civil liberties agenda to the ACLU's membership, the public, and key policy makers with special emphasis placed on lifting up the voices of individuals, families, and communities impacted through our work. As part of its advocacy work, the ACLU of Montana uses a number of communications strategies, including digital, print, media relations, education campaigns, public education, and more.

The Communications Associate will report to the Communications Director and work in close collaboration with the entire team, including the Executive Director and the Advocacy and Policy, Legal, and Development departments. Funding for this position is guaranteed for two years, with future years contingent on financial feasibility. The Communications Associate will be based in our Missoula office.

### **BACKGROUND**

The ACLU of Montana (founded in 1972) is an affiliate of the national ACLU (founded in 1920) and operates as a private, non-profit organization. We are the state's largest and most influential civil rights organization, combining litigation, policy advocacy, communications, and organizing tactics to promote a broad range of individual rights and liberties. Our top priorities are Indigenous justice, criminal justice reform, and immigrants' rights. We work on additional issues including reproductive justice, LGBTQ equality, voting rights, freedom of speech and religion, and technology and privacy.

The ACLU of Montana has a current staff of 14 and a main office located in downtown Missoula. To learn more about the work of the ACLU of Montana, please visit <http://aclumontana.org>.

### **COMMITMENT TO DIVERSITY AND INCLUSION**

The ACLU of Montana is an equity-based employer. We value a diverse workforce and an inclusive culture. The ACLU of Montana encourages applications from all qualified individuals without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, previous incarceration or involvement in the criminal justice system, or veteran status.

Expect a friendly work environment, with flexibility and consideration of personal needs and circumstances.

## **RESPONSIBILITIES**

Responsibilities include, but are not limited to, the following:

Writing and Editing: Draft and edit press releases, blog posts, op-eds, social media content, web content, emails to members, profiles of ACLU of Montana supporters and allies, reports, newsletters, and other materials.

Message Development and Public Education: Implement communications and public education plans, including tabling opportunities at community events. Draft talking points, one-pagers, and other resources.

Media Relations: Help field press calls, pitch stories to journalists, maintain a press database, track priority issues and ACLU of Montana's presence in the media, foster relationships with reporters, and monitor media for opportunities to discuss ACLU of Montana's work.

Rapid Response: Help manage rapid response to breaking news and prepare in advance to be as ready as possible for future events.

Coordination: Coordinate internally with ACLU of Montana staff and externally with allies to learn about and disseminate news, help with communications components of issue campaigns, work with designers and other vendors to produce ACLU of Montana materials, manage distribution of materials for ACLU of Montana staff and Board, and help plan and execute logistics of community and press events.

Story-finding: Proactively work with colleagues and allies to find stories related to our work, capture relevant stories in various forms, and connect people with reporters.

## **REQUIRED QUALIFICATIONS**

- Exceptional writing skills and ability to communicate clearly and accessibly about complex issues in different contexts for a variety of audiences;
- Strong editing skills, including copy editing, editing for tone, and big-picture edits;
- Experience creating and maintaining website and social media content;
- Ability to work independently and keep organized in a fast-paced environment, manage several projects simultaneously, and adjust strategy to frequently changing demands;
- A profound commitment to social justice and the preservation and advancement of civil rights;
- A profound commitment to equity and inclusion, and respect for differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, and socio-economic circumstance; and
- An enthusiasm to engage in projects creatively and a willingness to pitch new ideas, designs, or strategies with other ACLU of Montana staff.

## **BONUS SKILLS**

- Experience working in a social justice or civil rights organization;
- Understanding of a broad range of civil liberties issues and strategies;
- Experience with the legislative process, political strategic planning, ballot measure campaigns, field organizing, and/or impact litigation as a public policy tool;
- Familiarity with event planning;
- Familiarity with working with vendors;
- Experience with HTML code, Drupal, Adobe InDesign, or video editing software and familiarity crafting short videos for web/social media consumption; and
- Experience living or working in/with Indigenous communities.

## **COMPENSATION AND BENEFITS**

Salary range \$32,000 - \$41,000, depending on experience. Excellent benefits offered, including health and dental insurance, short and long-term disability and life insurance, 401(k) retirement plan, and generous vacation, holiday, family and medical leave policies.

## **APPLICATION PROCEDURE**

All applications are treated confidentially. Please submit:

- 1) A letter of interest of no more than one page;
- 2) Resume;
- 3) Two relevant professional writing samples of no more than 10 pages in total, preferably including one example of storytelling; and
- 4) Up to three additional communications or media samples, such as short videos, graphic design, or social media posts (optional).

Email your application to Michelle Cares, Office Manager, at [michellec@aclumontana.org](mailto:michellec@aclumontana.org) or mail it to:

ACLU of Montana, Attn: Michelle Cares  
P.O. Box 9138, Missoula, MT 59807

Please put "Communications Associate" in the subject line of your email or on your envelope. Also, please indicate in your letter of interest where you saw this job posting.

## **DEADLINE**

Application review will start October 1, 2018. Applications after that date are encouraged and will be accepted until the position is filled.