



Center for Effective Public Policy

Communications Manager Job Announcement

DESCRIPTION

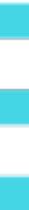
The Center for Effective Public Policy (CEPP) envisions a world where justice means strong, healthy communities for everyone. For the last 40 years, we have worked collaboratively with criminal legal system professionals and their partners to improve their systems and facilitate equitable, systemic, and sustainable change.

CEPP's work focuses on reimagining justice solutions and reducing reliance on incarceration; strengthening communities, improving outcomes for people on community supervision; addressing unique needs, such as justice-involved women and youth; and advancing system change through training, resources, and team-building. Our team members have varied experiences and a deep understanding of justice-related issues. Our office is based in the greater D.C. area, but nearly all staff members work from their home-based locations around the country.

CEPP seeks to add a full-time (remotely located) Communications Manager to our team. The successful candidate will support CEPP's [Advancing Pretrial Policy and Research \(APPR\)](#) initiative. APPR works with criminal legal system professionals and their community partners to improve pretrial systems in ways that maximize pretrial outcomes and increase fairness and racial equity.

JOB RESPONSIBILITIES

The APPR Communications Manager reports to and will work closely with the APPR Communications Director and is responsible for supporting the project's



broad communications scope of work. Specifically, the Communications Manager will:

- Develop and maintain core communications materials about pretrial system initiatives and improvements (fact sheets, talking points, media toolkits, infographics, press releases, opinion pieces, etc.).
- Assist with development and delivery of in-person and online communications training to criminal legal system professionals.
- Help frame and message the results of research studies on pretrial justice to system professionals, community-based partners, and the general public.
- Stay current on key issues in pretrial justice.
- Coordinate and provide proactive and responsive communications support to criminal legal system professionals who are implementing pretrial assessments and other reform initiatives.
- Create and maintain a national media contact list of criminal justice journalists.
- In collaboration with project partners, assist in responding to media inquiries.
- Track media and identify news stories that will inform and support the project's media outreach and communications efforts.
- Develop content and manage the review process for monthly newsletter.
- Develop social media content, effectively manage project Twitter account.
- Create and edit content for the project website.
- Assist with the delivery and documentation of communications technical assistance to jurisdictions engaged in the pretrial improvement process.

QUALIFICATIONS

- Bachelor's degree required; advanced degree preferred.
- Seven or more years of experience developing and implementing strategies in either nonprofit development or communications work.
- Knowledge about the criminal legal system is preferred.
- Experience writing and editing reports, newsletters, position papers, web, and social media content, and other communications materials required.
- Strong and effective writing, editing, and verbal communication skills.



- Skilled at facilitating document review processes and incorporating feedback into final copy.
- Experience with Microsoft Office Suite required. Experience with Adobe Creative Suite, WordPress, HTML, and Google Suite preferred.
- A self-starter who enjoys creating and implementing new strategies.
- Ability to work independently and flourish in a virtual work environment.
- Highly collegial attitude and adept at working in a collaborative environment.

COMPENSATION

\$80,000 - \$100,000, with excellent benefits.

HOW TO APPLY

Please submit a cover letter, resume, and three original, professional writing and/or work samples (indicating the role(s) you played in developing these resources) to Leilah Gilligan, Director, at lgilligan@cepp.com. Please write APPR Communications Manager in the subject heading. Cover letters should summarize your experience and explain why you are interested in joining our team. **Applications received by May 20, 2022, will receive priority consideration.**

CEPP is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior involvement in the criminal justice system, citizenship status, current employment status, or caregiver status. CEPP values diverse experiences, including with regard to educational background and justice system contact, and depends on a diverse staff to carry out its mission.