

Job Announcement: August 9, 2018

Position Title: Communications & Media Specialist

Reports to: Vice President of Communications

Location: Chicago, IL

Organizational Overview: The Sargent Shriver National Center on Poverty Law provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. The Shriver Center brings together lawyers, community leaders, and allies from across the country as the nation's leading advocate for people living in poverty. We work toward a future where people living in poverty have income security, equal opportunity, and a voice in what happens in their communities.

The Shriver Center is a 501(c)3 non-profit organization with a staff of 50 based primarily in Chicago. In 2017, the Shriver Center marked its 50th anniversary and adopted a strategic plan focused on growth and organizational excellence. In the past few years, the Shriver Center's operational budget has increased significantly, from \$4.3 million in 2014 to \$7.5 million in 2018. Accompanying this growth, the Shriver Center's focus has expanded the scope and reach of its work, attaining increasing national prominence.

Commitment to Race Equity: We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, healthcare justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

Position Overview: The Communications & Media Specialist will manage communications plans for the Shriver Center's state and national advocacy agenda to mobilize and influence target audiences including policymakers, advocates, media, and donors. The Communications & Media Specialist will draft and edit print and digital materials such as talking points, press releases, op-eds, blogs and news briefs, and other advocacy communications materials. The Communications & Media Specialist will also steward relationships with local and national reporters through regular touchpoints and social media engagement and as well as equip Shriver Center advocates and policy specialists to engage with media.

Responsibilities:

- Under the direction of Vice President of Communications, and in close partnership with Shriver Center staff attorneys and policy specialists, develop and implement communications plans to support the Shriver Center's state and national advocacy agendas.
- Advance the Shriver Center's media relations activity through cultivating relationships with local and national journalists, researching issue sentiment, and responding to breaking news coverage.
- Craft and manage distribution of Shriver Center communications pieces including press releases, op-eds, letters to the editor, and talking points.

- Draft messaging platforms on advocacy issues and initiatives across our four justice areas: economic justice, housing justice, health justice and community justice.
- Stay abreast of effective and innovative communications frameworks to advance social change and monitor and track salient news coverage on the Shriver Center's various policy areas.
- Support thoughtful and informative content development for the Shriver Center's blog including topical research, drafting, editing and proofreading in collaboration with our staff attorneys and policy specialists; manages editorial calendar for the blog.
- Coordinate communications efforts with Shriver Center advocacy coalition and network partners; support storytelling from our community partners and clients.
- Support content development of advocacy-related messages in Shriver Center marketing and fundraising campaigns.
- Contributes to metrics reports for staff and board members.
- Other responsibilities as assigned.

Requirements:

- Strong writing skills; able to develop content rooted in core messaging for a variety of platforms.
- Demonstrated experience in placing quality media stories, outreach to journalists, writing press releases and maintaining media contact lists.
- 2-5 years of experience in strategic communications, preferably in a policy or advocacy setting.
- Bachelor's degree in Communications, Marketing, Journalism, Political Science or related field;
- Ability to translate technical information and materials for general audiences.
- Superior project management skills with flexible ability to prioritize and manage multiple projects simultaneously in a fast-paced team environment.
- Experience in networking, building relationships, and managing partnerships with a range of internal and external stakeholders.
- Familiarity with the Shriver Center's core issue areas and/or Illinois politics a plus.
- Demonstrated commitment to social justice and ability to work across lines of differences, especially with racially and economically diverse communities; familiarity working in advocacy coalitions a plus.
- Excellent interpersonal, analytical, research and communication skills.
- Experience with Meltwater, Cision or comparable media relations management tool preferred.
- Ability to travel to Springfield, IL (5%) during the legislative session to support advocacy and legislative initiatives.

Salary/Benefits: This full-time exempt position offers a competitive annual salary and a comprehensive benefits package.

Opening/Closing Date: Application deadline is August 30, 2018.

Applications: Send a cover letter, résumé, and writing sample to Ambar Mentor-Truppa at hr@povertylaw.org.

Visit www.povertylaw.org for more information about the Shriver Center.

