Senior Communications Manager  
Location: Anywhere in the US  
Open Until Filled

About Us

Just Futures Law, Inc. (JFL) is a women-of-color-led movement law project that defends and builds the power of immigrant rights and criminal justice activists, organizers, and community groups to prevent criminalization, detention, and deportation of immigrants and people of color in the United States. JFL was founded in 2019 using a movement lawyering and racial justice framework. We have an entrepreneurial, start-up culture, and a big love of hustle. This position will be the first dedicated communications hire for the organization, and we are open to adapting the responsibilities of this position for the right candidate. JFL is a virtual organization based in Washington, DC. A staff of 6 works remotely in DC, IL, MA, and NC.

Position Summary

JFL seeks a Senior Communications Manager to develop and implement a strategic communications plan, including the curation of compelling narratives about our work and the messaging of these stories to the right audiences. We are seeking someone who is organized, data-driven, empathetic, and adaptable, with demonstrated experience telling stories for organizations that do strategic and collaborative legal work with grassroots groups. This is a full-time, exempt position. JFL makes decisions in a collaborative fashion that allows for significant staff input. This position will report to the Executive Director.

Just Futures Law is committed to the recruitment and retention of staff that is reflective of the communities with whom we work. We strongly encourage applications from Black, Indigenous, people of color; immigrants; women; people with disabilities; members of the LGBTQIA community; and other underrepresented and historically marginalized groups.

Responsibilities

- Work with leadership to help develop and implement JFL's brand and communications strategy, and to support fundraising
- Write and produce content that highlights JFL's impact and program outcomes through direct communications and media outlets (traditional and social)
- Produce media relations materials including releases, talking points, and media lists. Pitch content to news outlets and maintain reporter relationships.
• Collaborate to craft and amplify messaging and content, and uplift the leadership of, partner grassroots organizations
• Engage with impacted communities and partners with respect and thoughtfulness
• Supervise management of JFL’s email platform, social media accounts, and websites
• Write and refine cross-platform content to grow visibility and engagement
• Create and curate basic graphic content for email, social media, and reports using Canva or other similar programs. Manage projects with outside vendors for more complex graphics projects.
• Maintain the organization’s editorial content calendar
• Manage JFL’s website and associated microsites
• Attend meetings with external communications networks
• Supervise communications interns and volunteers as needed.

Qualifications
*While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren’t sure but are excited about the position, we encourage you to apply!

• Very strong and skilled writer
• 4+ years of work experience in communications and/or storytelling
• Demonstrated experience managing social media accounts
• Demonstrated experience with media relations
• Strong oral and written communication and interpersonal skills
• Ability to adapt quickly, be flexible, respond to shifting priorities, and create rapid response content when needed
• Effective project manager that works well under pressure and adheres to deadlines while balancing multiple projects
• Experience crafting and telling stories to promote and advance an organization’s work
• Comfort working with a high degree of autonomy and in collaboration with others
• Proactively shares updates with and seeks input from supervisor, colleagues, and partners
• Solutions oriented: when faced with potential problems, knows how to pitch in and get things done
• Ability to ensure and actively protect the integrity and confidentiality of client confidentiality and legal matters
• A sound eye for design.
• A commitment to racial justice, diversity, equity, and inclusion, as well as a personal approach that values the individual and respects differences.
• Familiarity with social justice issues, particularly related to human rights, immigrant rights, racial justice, and/or criminal justice.
Desirable Qualifications

- Experience managing relationships with consultants and keeping deliverables on track
- Experience creating, editing, and distributing short and shareable video content, including script development
- Proficiency in graphics production using Adobe and other more advanced software
- Experience working with diverse communities
- Spanish fluency is a plus

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. JFL reserves the right to change the description and/or posting at any time without advance notice. This position is “exempt” under the Fair Labor Standards Act.

As an organization with start-up culture and a collegiate atmosphere, we are open to potentially and collaboratively adapting aspects of this role, and sequencing some of the role's many responsibilities, in order to hire the best-fit candidate and set them and the organization up for success.

Compensation and Benefits

The salary range is $70,000 - $80,000 based on experience and qualifications. Benefits include generous paid time off policies as well as medical, dental, vision, and life insurance.

Application Process

This position is remote (within the US) and will remain open until filled. To apply, email a cover letter, a resume, a work sample of digital campaign or media work (relevant examples might include a social media graphic and caption copy, social media toolkit, designed report, a successful press pitch, etc.) and a list of 3 references to jobs@justfutureslaw.org. For the cover letter, include answers to the following questions: 1) how you learned about and why you are interested in this position, 2) why immigrant rights and racial justice are important values to you, and 3) 1-2 examples of managing or leading a communications project. Please include in the subject line of the email “Sr. Communications Manager 2021”.

Just Futures Law is an “at will” and equal opportunity employer and does not make hiring or employment decisions on the basis of race, color, religion or religious beliefs, ethnic or national origin, nationality, sex, gender, gender identity, sexual orientation, disability age, military or veteran status, or any other basis protected by applicable local, state or federal laws.