A New Way of Life Re-Entry Project (ANWOL)

Job Description for Ignatian Service Corps Member

Job Title: Communications Associate – Movement Builder Project

Reports to: Executive Director/Communications Director

Supervises: NA

Exempt: 36 hours per week

The Communications Associate provides support in the crafting and delivering of elements in the emerging Movement Builder Project, a cadre of community outreach, communications and media relations duties in areas of social justice and criminal justice reform. Under the direction of the Executive Director and Communications Director, performs community outreach strategies and media relations duties across multiple formats in the implementation of the Safe and Neighborhoods Act (Proposition 47) and the evolving New Jim Crow Network.

Primary Tasks:

— Research news, facts and data pertinent for project reporting and distribution
— Conduct public relations and community outreach duties as assigned by supervisors and project leadership
— Organize and maintain content and documents in print and electronic filing formats
— Gather and arrange news and other content for multi-media distribution, both off-and online, for emerging social justice websites
— Write reports to help Movement Builder Project team assess quarterly efficacy
— Draft correspondence and network with community organizations, coalitions and college campuses for calendaring outreach opportunities
— Obtain quotes, images and social media content for project promotion and distribution purposes
— Support efforts in developing databases and network of contacts in community organizations, partnerships, media and other friends of reform

Qualifications

— BA degree from LMU and acceptance in the Ignatian Service Corps
— Knowledge of, or passionate commitment to, criminal justice reforms and community empowerment
Salary: The standard package/benefits provided as a member of the Loyola Marymount University Ignatian Service Corps – Center for Service and Action.

Apply by contacting Alyssa Mae Hufana, Volunteer Coordinator, LMU Center for Service and Action: ahufana@lion.lmu.edu; 310.338.1642.