

# MONTANA INNOCENCE PROJECT

**Title: Communications Associate**

**Position Type: Full-time**

**Salary: \$36,000 - \$40,000**

**Benefits: Generous paid time off; individual health insurance coverage (medical); a defined contribution (SIMPLE IRA) retirement plan; and professional development opportunities. Flexible schedule and remote and hybrid work options available.**

**SUMMARY:** It is the mission of the Montana Innocence Project (MTIP) to free the innocent and unjustly incarcerated, and advocate for systems of Justice that are accurate, accountable, and fair for all. Reporting to the Executive Director, the Communications Associate provides technical and creative support for communications and funds development activities and assists with short and long-term communications strategies and planning.

## **PRIMARY DUTIES & RESPONSIBILITIES:**

- Work with ED to develop an annual strategic communications plan
- Develop quarterly work plans
- Assist ED with donor cultivation, solicitation, and stewardship communications
- Assist with the planning and execution organizational events
- Oversee cultivation and management of media relationships to help shape news coverage
- Research and secure strategic speaking opportunities and media placements
- Create press kits, draft and issue press advisories and releases, and respond to press inquiries
- Create newsletters, e-comms, podcasts and video productions
- Develop fact sheets, case highlights, op eds, and other informational materials
- Create and curate content for and manage social media accounts
- Manage website content and design
- Supervise communications interns and volunteers

## **QUALIFICATIONS & EXPERIENCE:**

- Passion for and understanding of MTIP's mission and work
- Excellent written and verbal communication skills required
- 2+ years similar experience, Bachelor's degree in journalism or communications preferred
- Background in legal or policy communications preferred
- fundraising experience a plus
- Self-starter that also asks questions and seeks clarification when needed
- Humility and confidence – no job is too small or too big
- Values giving and receiving feedback and constructive criticism

P.O. Box 7607 Missoula, MT 59807-7607 | [mtinnocenceproject.org](http://mtinnocenceproject.org)

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## **WORKFORCE DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT:**

The Montana Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission.

We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socioeconomic classes, sexual orientations, ages, gender, and physical abilities to apply. Individuals with personal connections to the criminal legal system are strongly encouraged to apply.

The Montana Innocence Project is an equal opportunity employer.

## **HOW TO APPLY:**

Interested applicants should email the following in PDF format: two short examples of your work; cover letter; resume; and three references to **info@mtinnocenceproject.org**. Include "Communications Associate" in the subject line of your email.

**Priority deadline 10/31/2023.** Position will remain open until filled.