



666 Broadway, 7th Floor  
New York, New York 10012  
212.614.6464  
ccrjustice.org

**Title:** Communications Associate

**Status:** Full time – 40 hours per week

**Classification:** Non-exempt

**Location:** New York City, or willingness to be based in New York City following a period of telecommuting depending on travel and workplace restrictions in place due to COVID-19 at the time of hire.

**Reports to:** Communications Director

**Background:** The Center for Constitutional Rights works with communities under threat to fight for justice and liberation through litigation, advocacy, and strategic communications. Since 1966, we have taken on oppressive systems of power, including structural racism, gender oppression, economic inequity, and governmental overreach.

Too often, the law supports systems of power that violate our most fundamental rights and prevent people from living with dignity. We use creative and aggressive advocacy, communications, and legal strategies to combat the most virulent forms of oppression and to push law and policy to meet the demands of justice. Our teams partner and work with systems-impacted communities and social movements to build power and co-design legal, policy, and cultural interventions that advance the vision of the world our partners and clients want to see. And through strategic communications, we increase public support for our efforts in order to challenge dominant narratives that normalize injustice.

Our approach is holistic, fearless, and relentless. You have a role to play in this fight. Join forces with our activists, lawyers, and storytellers to fight oppression and build power.

**Position Summary:** First draft writer and editor for a broad range of products for the Center for Constitutional Rights; loves digging into social justice and civil and international human rights' issues; will work closely with other Communications' staff to help determine how to center clients and amplify our Legal and Advocacy work.

**Responsibilities:**

- Drafting press releases, press statements, and solidarity statements
- Drafting op eds and blogs
- Editing Center for Constitutional Rights' emails
- Collecting and managing the organization's press clips; assisting other staff in compiling sets of press clips they need
- Working with the organization's Development Department to help write newsletters and other print publications, such as brochures and annual reports
- Shared responsibility with others in the Communications Department for maintenance of the website and approval of web content submitted by other departments

- Participate in departmental and organizational planning and projects, and organization-wide committees, and carry out work assigned
- Other related work as assigned by the Communications Director.

**Qualifications:**

- Minimum of two (2) years related experience
- Demonstrated ability to write and edit quickly to specifications
- Outstanding organizational and time management skills, including proven ability to efficiently manage multiple tasks and priorities under tight deadlines and in a fast-paced environment
- Excellent problem-solving skills, including ability to anticipate problems and use judgement appropriately to plan solutions
- Strong attention to detail with a high level of accuracy
- Excellent written and interpersonal communications
- Strong digital skills, with proficiency in MS Office, Adobe, and Google applications
- Ability to work both independently and as a member of a team
- Professionalism, initiative, and personal responsibility
- Integrity, grace under pressure, and a sense of humor
- Multi-cultural competence and comfort – ability to work with a diverse team and to work across differences at all levels
- Comfort working in a progressive legal and advocacy environment
- A belief in the mission of the Center for Constitutional Rights

**Compensation:** Salary is commensurate with experience and subject to union collective bargaining agreement. The salary range for the position is \$63,531 to 83,315.

Benefits include employer contribution to 401K plan and flexible spending account, vacation, sick leave, and holidays, and 100 percent organization-paid health benefits including medical, dental, life, and short- and long-term disability insurance.

**Contact:** Qualified candidates should visit

<https://ccrjustice.wufoo.com/forms/communications-associate/> to submit an online application. Applicants will be asked to submit a resume, cover letter, and three (3) writing samples. No phone calls please.

CCR IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ACTIVELY RECRUITS WOMEN, PEOPLE OF COLOR, PERSONS WITH DISABILITIES, AND LGBTQIA+ AND GENDER NON-CONFORMING PEOPLE.