

The Law Enforcement Action Partnership is Seeking a Full-Time Media Relations Associate.

Job Title: Media Relations Associate

Status: Full-Time Assignment - Non-Exempt

Location: Remote

(Work authorization: I-9 requirements apply)

Applications Due: Monday, January 25, 2020 at 12pm ET

Expected Start Date: Flexible

Pay Scale Between: \$18.27 hr. - \$20.19 hr. (Based on Experience & Skill Level)

Hours of Work/Schedule: 40 hours per week / Monday - Friday

Benefits Include: Medical, Dental, 20 days Personal Time Off (PTO) - (waiting periods apply), in addition to federal holidays off, communications and technology allowances.

Supervisor: Media Relations & Speakers Bureau Director Mikayla Hellwich

About Us: [The Law Enforcement Action Partnership](#) (LEAP) is a group of police, judges, prosecutors, and others in law enforcement who support evidence-based policy solutions that reduce our reliance on incarceration, repair America's broken policing system, and end the War on Drugs. Since 2002 (then called Law Enforcement Against Prohibition), LEAP has played a key role in state and national policy reforms by supporting the work of hundreds of organizations, interviewing with journalists, consulting with lawmakers and testifying in legislatures, writing op-eds, speaking at in-person and virtual events, and much more.

LEAP is proud to be an Equal Opportunity Employer and is committed to promoting fairness in the hiring process. We support Second-Chance Hiring and Fair Chance Act legislation, and we strongly encourage formerly incarcerated and other justice-impacted individuals to apply.

Job Summary: LEAP is seeking a full-time media relations associate to expand the media department's capacity and the organization's presence in the news and social media. The ideal applicant is a highly motivated, adept communicator eager to contribute to a fast-growing organization working at the leading edge of public policy reform.

Requirements:

- Exceptional writing and editing skills;
- Must be comfortable making phone calls, potentially spending a significant portion of the day on the phone;
- Strong critical thinking and problem-solving skills;
- Good grasp of strategic messaging.

Optional Qualifications:

- Personal or professional knowledge of criminal justice, drug policy, and policing issues;
- Experience working in the media or media relations and/or with media outreach;
- Experience improving social media traffic; growing audiences on Facebook, Twitter, Instagram;
- Experience with visual content creation (social media posts, etc);
- Bachelor's degree or higher in communications, marketing, journalism, media production, criminal justice, public policy, or other social sciences.

The Ideal Candidate:

- Has a proven track record of strong written and verbal communication;
- Behaves and communicates strategically, tactfully, and mindfully;
- Is self-motivated, doesn't need constant supervision;
- Is organized and detail-oriented;
- Practices integrity;
- Learns quickly, and readily accepts and integrates feedback;
- Looks for opportunities to contribute new ideas, assume greater responsibility;
- Knows how to balance high professional standards with a supportive, laid-back workplace culture.

Responsibilities:

- Increase LEAP's media presence by pitching stories, maintaining relationships with journalists, scheduling interviews, and preparing speakers for interviews (50%);
- Write/edit op-eds, legislative testimony, blog entries, talking points and other educational materials (30%);
- Grow LEAP's social media presence by helping to manage social media accounts on Facebook, Twitter, and Instagram, and by creating original social media content (15%);
- Administrative and data-entry tasks, including internal weekly newsletter and monthly reports (5%);
- Note: This job posting is not all-inclusive; it is intended to serve as a guideline. Management retains the right to determine additions or changes to the job content.

How to Apply:

- Please submit a cover letter, resume, and op-ed writing sample (details below) via our [posting on Idealist](#). All applications must be received by **Monday, January 25th at 12pm ET**. No phone calls, please.
- **Cover letter** - Applicants should include insight about their interest in the position and why they are a good fit, and describe experiences with media and/or the criminal justice system - professional or personal - that may apply.
- **Resume** - List relevant professional, educational, and criminal justice-related experience, skills, and qualifications. Include the contact information for **three references**.

- **Op-ed writing sample** - Please write an op-ed for publication in a newspaper in support of a hypothetical adult-use marijuana legalization bill in Texas. Write as if you were one of our speakers trying to convince people who are unsure about the bill but who listen to law enforcement. Please sign the op-ed as that speaker, and feel free to use some creative license – within reason – about their experience. Word count: 500-750 words.

Important Note:

Our entire organization works remotely from multiple locations and communicates mostly by video conference, and not just during COVID-19. We do not gather in an office. On occasion there may be some in-person events and meetings that will require travel and attendance. We offer funds to cover the tools necessary to perform the job remotely according to our technology policy, which will be communicated with the candidate at the appropriate time.