

LEAP is searching for a Media Relations Assistant

Job Title: Media Relations Assistant

Status: Full-Time Position - Exempt

Location: Remote Work

Work authorization: I-9 requirements apply

Applications Due By: 11:59pm Eastern on Sunday, September 26, 2021

Expected Start Date: Nov 1 - 15, 2021 (flexible)

Pay Scale: Annual Salary between \$40,000 - \$44,000 (Based on Experience & Skill Level)

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

Benefits Include: Medical, Dental, 20 days Personal Time Off (waiting periods apply), all federal holidays off, communications and technology allowances

Position Reports Directly to: Media Relations Director Denis McLaughlin

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 Assistant 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 criminal justice reform.

Minimum Qualifications:

- Dedication to drug policy, police reform, racial justice, and/or criminal justice reform;
- Passion for using storytelling to effect change;
- Ability to organize and complete many simultaneous projects while working independently from a remote location with minimal supervision;
- Experience communicating with a wide range of audiences;
- Excellent written and verbal skills;

- Familiarity with Google Docs, Mail, Sheets, and Slides;
- Experience with Google, Twitter, Facebook, or Instagram Analytics;
- Ability to meet tight deadlines;
- Meticulous attention to detail.

Additional Qualifications:

- Experience in design software such as Adobe Photoshop or Canva is a plus;
- Experience working in the media or media relations and/or with media outreach is a plus;
- Experience in AirTable is a plus;
- Personal or professional knowledge of criminal justice, drug policy, and policing issues is a plus;
- Fluency in a second language is a plus;
- Experience in grassroots campaigning is a plus.

The Ideal Candidate

- Has a proven track record of strong written and verbal communication;
- Has the ability to plan long-term without losing sight of unexpected opportunities;
- 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 and assume greater responsibility.

Responsibilities:

- Increase LEAP's media presence by pitching stories, maintaining relationships with journalists, scheduling interviews, and preparing speakers for interviews;
- Draft OpEds / LTEs, legislative testimony, blog and / or social media posts, and talking points;
- Grow LEAP's social media presence by managing social media accounts across platforms and creating or curating content;
- Media monitoring;
- Administrative and data entry tasks as assigned, including: weekly newsletters and regular reporting;
- Self-motivate and remain organized in a fast-paced remote working environment;
- Note: this responsibilities list is not all-inclusive; it is intended to serve as a guide. The Media Relations Director retains the right to assign other tasks and determine changes to job responsibilities.

Education and Experience Requirements:

No required education or experience

Physical Requirements:

Prolonged periods of working on a computer and making phone calls.

Application Requirements and How to Apply:

Please email a **cover letter**, **resume**, and an **OpEd writing sample** to Jobs@LawEnforcementAction.org.

All applications must be submitted by 11:59pm Eastern on Sunday, September 26, 2021.

- **Resume** - Please list relevant professional, educational, and criminal justice-related experience
- **Cover letter** - Please describe specific experiences that demonstrate why you are qualified for this position and a good candidate for this organization.
- **OpEd writing sample** - Please write an OpEd for a local newspaper in support of the nonprofit [Safehouse](#) establishing an overdose prevention site (supervised injection facility) in Philadelphia, PA. Write as if you were [one of our speakers](#) trying to convince people who are not yet on board with overdose prevention sites but who listen to law enforcement. Please sign the op-ed as that speaker, and feel free to use some creative license within reason.

Word Count: 400 - 650 words

Important Note:

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

More about our organization:

The [Law Enforcement Action Partnership](#) (LEAP) was founded in 2002 by five police officers who wanted to end the War on Drugs. Today, LEAP is a national nonprofit with more than 300 police, judges, prosecutors, and corrections representatives who support criminal justice and drug policy reforms to make communities safer. LEAP elevates the voice of law enforcement in support of reform by arranging media interviews and in-person presentations for our team of law enforcement speakers across the country. Our speakers work on policy change from drug decriminalization to restorative justice, bail reform, police accountability, and overdose prevention sites.

LEAP is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment. We are committed to providing equal employment opportunities and do not discriminate against employees because of race, color, religion, sex (including pregnancy, transgender status, sexual orientation, gender identity or expression), national origin, age (40 or older), physical or mental disability, genetic information, or status as a covered veteran, or any other protected status under local, state, or federal law.