

JSP Influence & Storytelling Team
COMMUNICATIONS ASSOCIATE – WRITER
JOB DESCRIPTION

Justice System Partners (JSP) is seeking experienced, talented candidates to fill a Communications Writer position for our new Influence and Storytelling team within our nonprofit consulting firm.

About Justice System Partners

Through innovation and practical strategies and solutions, JSP improves the safety and quality of life for justice-involved individuals and their communities by supporting justice systems in becoming more equitable, effective and humane. We tailor our services to the needs of the jurisdiction or agency and work with our clients to incorporate data-driven, evidence-based management techniques and decision making processes into their organization to support long-term change. For more information about JSP, visit us at www.justicesystempartners.org.

JSP was founded in 2014 to do important criminal and juvenile justice reform work that is led by research, informed by data, and results in measurable change. We are a non-profit, multidisciplinary team committed to assisting justice and community partners with transforming their systems. We help our partners reimagine their work by combining rigorous research, technical assistance, and knowledge of evidence-informed strategies. We infuse creativity, innovation, and passion into our work, taking an integrated approach to system transformation to help our partners operationalize meaningful change. The work we do integrates strategies for improving the functioning of organizations with a focus on staff, structure, processes, and culture; methods for systematically planning, implementing, and measuring change; and the identification of solutions that maximize value for our clients. JSP's talented staff brings practical experience, key competencies, and subject matter expertise to the work of transforming systems to better serve the public. Furthermore, our collaborative approach nurtures engagement, belonging, respect, empathy, and trust.

Working at Justice System Partners

We are a small, nonprofit who works closely with our community partners to develop new and innovative ways to understand how to improve the criminal justice system. We have a team of experts that work together to develop effective strategies to help leaders move their agencies and systems forward, bringing practical strategies and solutions to real-world issues. JSP takes an integrated approach to system transformation. Across all the work we do, we inspire clients to ask fundamental questions that get at the heart of public service, help them design methods for critical inquiry, support them in gathering essential data, and arrive, together, at creative solutions to improve the safety and wellbeing of the people in their communities. Collaboration with local, multi-stakeholder work groups grounds our work in the communities being served, as we believe the best solutions to improving the safety and wellbeing of communities lie within the communities themselves. We support a healthy work/life balance and invest in our staff by engaging them in a wide range of learning opportunities.

Who are we looking for?

In support of JSP's mission, the Communications Writer will work closely and collaboratively with the Director of Influence and Storytelling.

The ideal candidate has knowledge of the criminal legal system including policing, courts, incarceration settings (e.g., jails and prisons), and community corrections. They also understand how to write for mixed audiences (e.g., practitioners, elected-officials, researchers) with minimal feedback. The ideal candidate is also interested in working in an environment prioritizing growth and learning. As JSP is experiencing considerable growth, the ideal candidate is energized by the creative process and possesses a willingness to evolve their role to the needs of the Influence and Storytelling team.

What are the job responsibilities?

JSP is looking to expand our newly developed Influence and Storytelling team to better educate the public on criminal justice reform and share the work of our organization in the form of blog posts, resources informed by technical reports, webinar series, social media campaigns, and other written pieces. This is a dynamic role that will adapt to fit the needs of the team, as well as the professional development of the Communications Writer. Some examples of the responsibilities of the role include:

- Having knowledge of the criminal legal system, including person-first language and describing and writing about racial equity.
- Synthesizing technical research reports and lessons from JSP projects into new and creative concepts and products (e.g., handouts, briefs, narrative for videos) informing emerging areas of system reform for general audiences.
- Writing autonomously and developing campaign ideas and concepts from completed JSP research, training and technical assistance projects.
- Designing and authoring content/resources for JSP's communities of practices
- Conducting interviews and writing stories highlighting real people's stories in an informative, empowering manner.
- Strategic planning of marketing campaigns, promotional materials, and market research.
- Assisting with written content for social media, traditional/print marketing, email campaigns, etc.

What qualifications do you need?

Minimum qualifications

- Knowledge of the criminal legal system, including policing, courts, incarceration settings (e.g., jails and prisons), and community corrections (e.g., parole/probation), in-depth knowledge preferred.
- Experience in writing technical pieces, digital media, and journalism for general and varied audiences
- Ability to write for publication with minimal feedback/oversight
- Demonstrated skill in creative storytelling, supported by relevant work samples.
- Willingness to work with a new and building team with fluctuating needs and responsibilities.
- Passion for making the criminal legal system smaller, reducing its footprint in communities, and enhancing equity throughout the system.

Supporting skills and abilities

- Troubleshoot opportunities for improvement and implement suggested changes internally to JSP.
- Juggle multiple priorities, think strategically and creatively, adjust to changing circumstances, remain attentive to details, and meet deadlines in a creative, action-oriented and collegial environment.
- Express ideas, thoughts and concepts clearly and concisely in a compelling way to convince or assist others, both in writing and orally.
- Work within diverse, virtual teams to complete projects and ensure completion of high-quality and effective work products. Willingness and flexibility to work independently, and within a team.
- Willing/able to travel periodically for JSP team meetings.

Position Type

JSP is currently seeking candidates interested in full-time employment. This is an exempt/salaried position.

Compensation

Annual salary for the Communications Associate Writer is \$88,000. JSP offers a competitive benefits package that includes flexible PTO, health reimbursement plan, and 401k plan with employer match, among other offerings. More details about benefits will be explained during the interview process.

Location

The Communications Writer will telecommute from anywhere in the United States via highspeed internet and phone. They will be part of a dispersed workforce located throughout the country that interacts within a virtual work environment and travels periodically.

Travel Expectations

Willingness to travel is expected for all full - time positions. For this specific position, travel will only be necessary a few times each year for in-person work sessions and organization-wide staff retreats.

Commitment to Diversity, Equity and Inclusion

JSP is an equal opportunity employer, and we are committed to diversity, equity and inclusion. We aim to create a workplace that celebrates diversity and includes perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation, veteran status, and national origin. We seek to continuously challenge ourselves as JSP strives to be an antiracist organization, using its influence to support a culture of learning, empowerment, and equity. Applicants should demonstrate a knowledge of and concern for issues of equity and an understanding of how disparity influences the experiences of people impacted by the criminal and juvenile justice systems.

To Apply

Click the link below to submit a cover letter, resume and a relevant work sample **combined in a single file** with the file name convention: JSPWriter_YourFirstName_YourLastName.

Complete application process and submit materials, [here](#).

- (1) Your cover letter should also detail any additional relevant experience and demonstrate your interest, understanding, and passion for criminal justice reform.
- (2) Your résumé should include your relevant experience in the required skill areas.
- (3) Only one sample is required, but feel free to include multiple samples or a full portfolio to thoroughly encapsulate your skillset. Work related to the criminal legal system is strongly encouraged, but not required. Below are some examples of the type of work samples you could submit:
 - Op - Eds, blogs, articles or any publications for a general audience
 - Resource documents such as handouts, briefs, infographics, instructional videos
 - Formal reports detailing research findings or emerging concepts accessibly
- (4) Remember to combine these items in a single file with the naming convention:
JSPWriter_FirstName_LastName