

The logo for Safe & Just Michigan is a blue rectangle with the text "Safe & Just" in a large, white, sans-serif font on the top line, and "Michigan" in a smaller, white, sans-serif font on the bottom line.

Safe & Just Michigan

About Safe & Just Michigan (*formerly Citizens Alliance on Prisons and Public Spending, CAPPS*)

For two decades the Citizens Alliance on Prisons and Public Spending (CAPPS) pursued evidenced-based research that played a pivotal role in the state and national debate on effective approaches to public safety and the over reliance on incarceration. In 2017, CAPPS decided it was time for a new name that clearly conveys the organization's mission and vision. In the coming months, CAPPS will launch under the new name Safe and Just Michigan.

Safe & Just Michigan envisions a Michigan in which all are safe in their communities and everyone is responsible for creating accountability, safety and justice. We work to reduce the harm caused by both crime and unnecessary incarceration.

Safe & Just Michigan advances evidence-based reforms that can improve public safety and eliminate unnecessary and wasteful corrections spending. We conduct research, educate, advocate and mobilize support for smart investments in services and programs proven to reduce crime and promote healthy, thriving communities.

We are seeking a qualified candidate for our **Communications Specialist** position. This full-time position is headquartered in Lansing and arrangements may be made for telecommunicating as appropriate for the position.

Communications Specialist Position Description

The Communications Specialist is responsible for the organization's daily internal and external communication activities. The position reports to the Associate Director of Communications and Community Engagement.

Responsibilities

- Produce internal and external communication materials including daily social media and website updates, legislative talking points, op-eds, blog posts, and newsletters.
- Conduct communications training for staff and stakeholders, including preparation for legislative testimony.
- Manage Safe & Just Michigan's website.

- Report on events, take photos, and conduct interviews.
- Edit reports, manage report design, and oversee production.
- Provide support for events, such as the Annual Membership Meeting, with the SJM team.
- Coordinate press conferences and draft press releases.
- Provide communications and staff support for SJM events.
- Monitor the national, state, and local news, Safe & Just Michigan media hits and identify news stories for inclusion in newsletters and social media.
- Manage the production and design of reports, issue briefs, policy statements, and SJM materials, such as a business cards and brochures.
- Maintain inventory of communication materials and update materials as necessary.
- Assist the Associate Director of Communications and Community Engagement as requested.
- Other duties as assigned.

Qualifications

- A minimum of 3 years of demonstrated experience in the communications field.
- Strong written and oral communication skills, including exceptional editorial skills.
- Ability to read complex materials and summarize accurately.
- Knowledge of effective messaging principles and tools.
- Ability to work well within a diverse team.
- Superb detail-orientated organizational skills including strong follow-through and the ability to meet tight deadlines.
- Layout and design experience.
- Ability to work independently and take initiative to see projects through completion.
- Personal commitment to social justice issues.
- Knowledge of criminal and juvenile justice reform issues, preferred.

Compensation

Salary is based on experience and qualifications. Benefits include generous paid leave time and a comprehensive health care package.

To Apply

To apply, email cover letter, resume, and brief writing sample to **kmccracken.capps@gmail.com** with “Communications Specialist” in the subject line. Please indicate where you found the position description. Only applicants with a complete submission of the requested information will be considered.

This position will remain open until filled – looking to fill the position immediately. Please no phone calls. Only applicants selected for interviews will be contacted.

Safe & Just Michigan considers all qualified applicants and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, prior record of arrest or conviction, citizenship status, current employment status, or military/veteran status in employment. Safe & Just Michigan values diverse experiences, including educational background and justice system involvement.