

# Reporters Committee for Freedom of the Press

## Communications Assistant

The Reporters Committee for Freedom of the Press (RCFP), which provides pro bono legal representation and resources to advance First Amendment freedoms and the newsgathering rights of journalists, is looking for a talented **Communications Assistant** to join their communications team. The RCFP serves the nation's leading news organizations, and thousands of reporters, editors, and media lawyers. It was founded by leading journalists and media lawyers in 1970 when the nation's news media faced an unprecedented wave of government subpoenas forcing reporters to name confidential sources.

The RCFP is looking for **Communications Assistant** who is organized, eager, intuitive, and a proactive and skilled communicator with a knack for news and writing for a variety of audiences.

Responsibilities include:

- Develop and maintain project documents, including timelines and calendars, meeting notes and conference call reports.
- Assist the communications team with drafting press releases, feature stories and social media content, media monitoring, media list management, community outreach and research.
- Assist with developing narratives that connect complex legal issues to people's lives in a compelling way.
- Provide administrative support to the Communications Director, including scheduling and coordinating meetings and conference calls.
- Report to the Communications Director.

Qualifications include:

- A Bachelor's degree in communications, journalism, or other related field.
- Knowledge of and interest in media law, and/or a background in journalism.
- 2-3 years' of writing, editing and proofreading experience at a nonprofit or online/print publication, preferably in an office or professional environment.
- Strong interest in and understanding of various communications platforms (including social/digital media, traditional media, and interactive user experience) and the role they each play in a communications strategy.
- Experience crafting a story that motivates the public to take action.

- Strong attention to detail and ability to multi-task.
- Reliable, collaborative, collegial team player who can take initiative.
- A demonstrable commitment to press freedom, and a genuine interest in supporting the next generation of First Amendment lawyers.

Salary range: \$41,000 - \$44,000.

Benefits all regular full-time positions include:

- A minimum 3 weeks paid time off plus most Federal holidays.
- A retirement savings plan, including an employer match from date of hire.
- Comprehensive insurance coverage, including medical, dental, and vision, life and accidental death, and disability.
- Ability to use pre-tax dollars for dependent care and commuting expenses.
- A collaborative and inclusive work environment.

**To apply:** Send resume, cover letter and at least one writing sample to: [settleson@gmail.com](mailto:settleson@gmail.com), subject line: RCFP – Communications Assistant.

*RCFP is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability status.*