



## Job Description: Editorial Project Coordinator

### About us

The Reporters Committee for Freedom of the Press provides pro bono legal representation, amicus curiae support, and other legal resources to protect First Amendment freedoms and the newsgathering rights of journalists. The Reporters Committee serves the nation's leading news organizations; thousands of reporters, editors, documentary filmmakers and media lawyers; and many more who use our legal resources.

### The position

The Reporters Committee for Freedom of the Press seeks a creative, detail-oriented and dependable person to help us manage our editorial content and projects. The Editorial Project Coordinator will be responsible for helping to implement our content strategy and assisting on key projects, like our public campaign for press freedom.

The Editorial Project Coordinator will be an integral position within a vibrant communications team. This position reports directly to the Communications Director and has primary responsibility for editorial activities that support a range of content goals, including drafting, editing and reviewing website posts, op-eds reports and more.

Previous legal communications, journalism, or editing experience is preferred. This position is full-time and is located in our Washington, D.C., office.

### Primary responsibilities

The Editorial Project Coordinator will:

- Assist in all aspects of our day-to-day content creation and publication process, including but not limited to planning, drafting and editing posts and other written materials.
- Work with Communications Director and attorneys to ensure that our content is accurate and aligned with our messaging.
- Assist in the planning and development of key content like the Annual Report and the annual Press Freedoms in the United States report.

- Provide administrative support (developing project timelines, keeping track of deadlines and communicating status updates) on projects and events like the campaign for press freedom, the 50th Anniversary Celebration and others as they arise.

## Education/Skills/Experience

The successful applicant will have the following skills/experience:

- Minimum three years of related work experience.
- Comfortable using WordPress.
- Intermediate-level understanding of SEO.
- Legal editing (Bluebook) and/or copy editing (AP Style) experience.
- Collaborative approach to work.
- Excellent written and oral communication skills.
- A high level of computer literacy. If possible, demonstrated proficiency with Google Suite, Microsoft Office, Salesforce (specifically the Nonprofit Success Pack), online research tools, project management tools.
- Attention to detail, organized, and creative.
- Demonstrated commitment to mission-based organizations.

## Salary and benefits

Salary range for the role is \$48,000-\$54,000 depending on prior experience.

Our generous benefit package should also be considered. For all regular full-time positions, RCFP offers:

- A competitive base salary with two weeks paid time off plus most federal holidays.
- Office is closed during the week between Christmas and New Year's Day.
- A retirement savings plan, including a 5% employer match from date of hire.
- Comprehensive employer-paid 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.

## To apply

The Reporters Committee is committed to a diverse and inclusive workforce, and we strongly encourage women, veterans, people with disabilities, people of color and gender nonconforming candidates to apply.

Interested candidates should send a cover letter, resume, contact information for three references and a short writing sample to the Reporters Committee's Communications Director, Jenn Topper, [jtopper@rcfp.org](mailto:jtopper@rcfp.org). Please include the job title in the subject of your email.