

# JUSTICE IN AGING

FIGHTING SENIOR POVERTY THROUGH LAW

## Position Announcement

### Communications Associate

**Location: Washington DC, Oakland CA, Los Angeles CA, or Remote**

Justice in Aging seeks an individual with at least 1-2 years of experience in non-profit communications to join our Communications Team remotely. The ideal candidate would have a strong interest in social justice, equity, and the needs of low-income older adults. We're excited to be hiring for this new position to support our efforts to utilize communications to drive our advocacy, increase the visibility of the important issues we work on, and reach diverse audiences with our educational materials.

This individual will provide general support to the Communications Team including coordinating and organizing communications output across platforms, assisting the Director of Digital Engagement with social media community management, assisting with website updates, captioning our webinar recordings, and creating and editing content for social media and email. This individual will work with other members of the team to set up a tracking system for Justice in Aging reports, webinars, and other digital content, and will be responsible for maintaining that system. The Communications Associate will report to the Managing Director of Communications and Individual Giving and be an integral part of an eight-member Communications and Development team.

Contrary to portrayals of financially secure older adults engaged in healthy, active aging pursuits and enjoying their retirement, [over 7 million people over 65 have trouble making ends meet](#). And millions are living in deep poverty. Older adults are increasingly at the center of the housing and homelessness crisis. Poverty is much worse for those who have experienced discrimination and inequities throughout their lives, including women, people of color, LGBTQ+ older adults, those with limited English proficiency, and others. These individuals are members of our families and communities. They raised families, worked, cared for many of us, taught our children, and built our economy. Yet, because of ageism, racism, and other forms of discrimination, their lives are continually devalued and they experience barriers to meeting their most basic needs.

Join us and become part of the only national organization focused solely on advancing the rights of low-income older adults. [Watch this short video](#) to learn more about how, over the past 50 years, we have used the power of law and our expertise in all of the programs older adults rely on to fight senior poverty. [And learn why, in 2021, we launched a new strategic initiative to center our work in advancing equity](#). Through this initiative, we are intentionally pursuing systemic changes in law and policy that improve the lives of low-income older adults who experience inequities deeply rooted in structural racism, sexism, ableism, homophobia, and xenophobia. You can be a part of this meaningful work.

Our staff work primarily remotely, with most staff located in the Washington DC, the Bay Area, Sacramento, and Los Angeles, as well as some staff across the country. This position can be based remotely from anywhere in the United States. Justice in Aging requires COVID-19 vaccination for all staff, with exemptions available in accordance with federal law.

**Applications will be accepted on a rolling basis until the position is filled, with application review beginning on Monday November 13, 2023. Questions about the position can be directed to [hire@justiceinaging.org](mailto:hire@justiceinaging.org).**

**The Communications Associate will be expected to spend roughly 50% of their time supporting social media and other digital channels, and 50% of their time managing projects and providing other general communications support.**

### **Responsibilities**

- Coordinate the organization's content and webinar calendars, and serve as point person for communications requests.
- Assist the Director of Digital Engagement with tracking the success of the organization's social media strategy.
- Monitor social media and news stories and raise opportunities for Justice in Aging to engage with partners, media, thought leaders, and advance the organization's priorities.
- Maintain an organization-wide tracking system for all digital content and educational materials. This includes reports and other educational materials, webinars, photographs, and stories.
- Train managing directors and staff on how to use the tracking system for their various needs.
- Perform various day-to-day communications duties as needed, including, but not limited to, copyediting and proofreading programmatic materials, drafting email alerts and other short pieces of content, supporting website upkeep, and assisting the Development team with fundraising projects.

### **Requirements:**

- At least one to two years of relevant communications experience
- Familiarity with social media and video hosting and scheduling platforms, and basic website content editors.
- Self-starter with a drive to create orderly systems and processes and close the loop on communications.
- Experience creating and implementing tracking systems, and taking projects from start to finish with clear instruction and minimal supervision.
- Proficiency in Microsoft Word, Excel, and Powerpoint, and excellent writing, editing, and proofreading skills.

### **Desired:**

- Possess a collaborative, iterative approach to creating new systems that includes listening to and training end users on agreed upon processes.
- Ability to work with multiple teams across an organization and to give and ask for support as needed.
- Experience creating content for social media.
- Interest in and commitment to social justice and equity.
- Experience with WordPress.

### **Compensation:**

The salary range for this position is \$60,000-\$65,000 depending on experience. Justice in Aging offers a competitive benefits package, including fully paid health, dental, and life insurance; flexible reimbursement plan; 403(b) retirement savings plan with 8% automatic employer contribution; paid parental leave, sabbatical leave, and compensatory time; federal holidays, sick time, and generous vacation policy.

**To Apply:**

Please submit the following to [hire@justiceinaging.org](mailto:hire@justiceinaging.org), with your name and position(s) that you are seeking in the email subject line. Applications received by Monday November 13, 2023 will receive first consideration.

(1) Cover letter that describes your interest in this particular position. **In your cover letter, you must answer the following question:**

*To promote social justice and best achieve our mission, Justice in Aging is committed to maintaining a diverse staff and creating an inclusive and respectful workplace in which differences are acknowledged and valued. **How do you think your personal or professional experience or background has prepared you to contribute to a work environment with a strong commitment to diversity, equity and inclusion?** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences to your response.*

(2) Resume;

(3) One writing sample, which can be an e-blast, a blog post, website content, or three shorter social media posts; and

(4) Three professional references.

If you need an accommodation for the application process or any aspect of this position, please contact Deputy Director Jennifer Goldberg at [jgoldberg@justiceinaging.org](mailto:jgoldberg@justiceinaging.org). The application and all other questions should be directed to [hire@justiceinaging.org](mailto:hire@justiceinaging.org).

*Justice in Aging is an Equal Opportunity Employer. We are committed to maintaining a diverse staff and we particularly encourage applications from people of color, women, people with disabilities, the LGBTQ community, and others whose background may contribute to more effective representation of low-income people and underserved communities.*