

JOB ANNOUNCEMENT
Communities united for Police Reform (CPR)
Membership and Communications Coordinator

The position will be open until filled.
Preference will be given to applications received by Friday, April 27, 2012.

About Communities united for Police Reform: [Communities united for Police Reform \(CPR\)](#) is an unprecedented campaign to end discriminatory policing practices in New York City, and to build a lasting movement that promotes public safety and policing practices based on cooperation and respect – not discriminatory targeting and harassment.

Membership and Communications Coordinator Position Summary: The Membership and Communications Coordinator will work with other staff, members, partners, and supporters to develop and implement plans that advance a city- and state-wide campaign for police accountability. In addition to supporting coordination of key areas of the campaign, this position will also help implement key aspects of the campaign's communications plan. As a member of a small staff team for a new campaign, the ideal candidate is a seasoned organizer who is committed to CPR's issues, flexible and effective in a fast-paced and evolving environment, and has a great sense of humor.

RESPONSIBILITIES

Membership Coordination and Working Group Support

- **Campaign Coordination.** Work directly with chairs of at least 2 campaign working groups to ensure that campaign priorities are moving forward in a timely and strategic fashion; provide coordination support as needed (e.g. help coordinate annual planning, as well as timely review and adjustments to relevant parts of the campaign plan); work with other staff to facilitate coordination across the campaign areas and strategies.
- **Members and Supporters Coordination.** Develop and implement systems and strategies to ensure that CPR's membership and supporter base are informed and engaged in major campaign activities (e.g. coordinate the annual membership assembly and other campaign-wide meetings; coordinate infrastructure for campaign-wide communications); engage, recruit and orient new supporters, partners and members, as prioritized by the Steering Committee and Campaign Director.
- **Events and Actions Coordination.** Work closely with working groups and other staff to provide additional coordination support for major campaign activities, as needed (e.g. turnout and logistics coordination for major campaign actions and events, etc.).

Communications

- **Strategic Communications and Media Relations.** In partnership with staff and others, coordinate and implement key aspects of the campaign's multi-tiered communications plan. Key responsibilities include: draft CPR statements, press releases and advisories; cultivate and maintain relationships with media contacts; coordinate robust online, social media and grassroots communications strategies.
- **Materials/Media Development and Distribution:** Work with staff, relevant working groups and others to coordinate the development, production and distribution of written materials, video and other media for the campaign.

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Other Responsibilities

- **Volunteer and intern coordination.** Recruit, coordinate and supervise campaign volunteers and interns, for campaign priority areas.
- **Administrative.** Coordinate regular database maintenance and other technology needs; share infrastructure/administrative responsibilities with other staff.

Qualifications and Skills of Ideal Candidate

- **Passion for/knowledge of police reform and accountability issues**, and demonstrated commitment to the vision and values of CPR. Knowledge of key issues, commitment and demonstrated experience working with/organizing diverse communities directly affected by discriminatory policing, including: communities of color, low-income people, youth, LGBT people, homeless people, immigrants, women, and people with disabilities.
- **At least 5-7 years experience leading successful campaign(s)** (e.g. policy reform, community organizing, civic engagement and/or public education campaigns), with strong base-building and coalition-building experience across sectors, issues and communities. Familiarity and experience with New York city/state political and social justice movement landscape preferred.
- **At least 3-5 years experience participating in successful strategic communications strategies in a campaign setting** (e.g. producing press materials, managing online and social media to advance campaign goals).
- **Excellent writing, research and communications skills**, including: demonstrated ability to analyze issues, think strategically, and communicate complex issues clearly to a variety of audiences; ability and track record of writing well, quickly, and within deadlines.
- **Excellent organizational skills:** creative, results and detail-oriented, and able to manage and prioritize multiple responsibilities within deadlines.
- **Strong interpersonal communication, facilitation and supervision skills**, including: experience leading and working well in teams; ability to understand and act on complexities of group/coalition dynamics; experience recruiting, retaining and supervising volunteers/interns.
- Spanish language proficiency strongly preferred.
- Proficiency with website content management systems, social media platforms, and graphic design software preferred.
- Understanding of, and flexibility in, a small start-up environment.

Position Reports to: Campaign Director

Compensation and Schedule: This is a full-time salaried position. Salary commensurate with experience and qualifications. Generous benefits package. Most work will be during business hours, but schedule varies based on activities of the campaign, and will require working evenings and weekends, as needed.

How to apply: Please send your resume, a cover letter, and contact information for three professional references to jobs@changethenypd.org. Include the position title: "Membership & Communications Coordinator" in the email's subject line. The position will be open until filled. Preference will be given to applications received by **April 27, 2012**. No phone calls please. We appreciate all applicants, but please be advised that we can only respond to those we intend to interview. For more information about CPR, please visit our website at www.changethenypd.org

Communities united for Police Reform (CPR) is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, sexual orientation, gender identity, age, ethnicity, national origin, religion, or disability.