



Job Announcement

ACLU Foundation of San Diego & Imperial Counties

Communications Associate

The ACLU of San Diego & Imperial Counties (ACLU-SDIC) seeks a full-time **Communications Associate** to join its Communications Department to provide critical support of efforts to develop and disseminate relevant, compelling news and information about our work. The ideal candidate for this position has solid writing skills – including spelling, punctuation, grammar and word usage; is well-organized; highly attentive to detail; and works well under tight deadlines. They share the ACLU's values and are familiar with our priority social justice, civil rights and civil liberties issues.

The ACLUF-SDIC is a not-for-profit 501(c)3 civil liberties and civil rights organization working to advance equality, freedom and justice through public education and litigation. Together with the ACLU of San Diego & Imperial Counties (ACLU-SDIC), the 501(c)(4) nonprofit organization that does our legislative lobbying work, we are a prominent force for the protection and expansion of fundamental rights in California's second-most populous county (San Diego) and the county with the highest per capita Latina/o population (Imperial).

While there are more than 50 ACLU affiliates nationwide, our work covers the length of California's border with Mexico. We work collaboratively with the National ACLU and with ACLU affiliates in California, on the U.S-Mexico border and throughout the United States. In addition, we value partnerships and collaboration with community organizations and groups across the state and throughout the border region.

The ACLU Foundation and ACLU of San Diego & Imperial Counties (known collectively as ACLU-SDIC) have a proven track record of success combining impact litigation, policy advocacy, legislation, research and analysis, public education, strategic communications and community organizing to achieve meaningful social change. We are dedicated to confronting issues that threaten our most cherished civil rights and freedoms and defending the progress the ACLU has made over its 100-year history.

Position Overview

The ACLU-SDIC Communications Department serves as the affiliate's strategic storyteller, content creator and propagator, and brand manager. The highly collaborative communications team works with ACLU colleagues and external partners to produce relevant, compelling written, visual, news and digital content and to deliver quality collateral to a range of audiences across a range of communications platforms. Ensuring the accuracy and accessibility of our content and collateral is a core function of the Communications Associate; another is building an indexed digital archive of these assets. The Communications Associate is integral to the department's production of reliably clear, cohesive, persuasive and error-free content that advances ACLU-SDIC goals and reinforces the affiliate's positive image and brand identity.

This position reports to the Communications Director

Specifically, the Communications Associate will:

- Reviewing visual and written communications assets for adherence to the ACLU brand, voice and preferred narratives;

- Performing interim and final proofreading to ensure documents are error-free and meet ACLU branding and style standards;
- Documenting requests for support, keeping apprised of current communications projects/tasks and facilitating weekly team meetings;
- Preparing regular reports quantifying communications requests, work performed and outcomes;
- Developing and maintaining a searchable digital archives of communications collateral;
- Updating and editing the affiliate's style guide;
- Performing basic tasks such as note taking, facilitating press conferences, background research and meeting preparation; and
- Other projects and duties as assigned by the Communications Director.

Our "Must Haves"

The ACLU Foundation of San Diego & Imperial Counties encourages candidates with relevant professional and lived experience backgrounds to apply. The individual joining the communications department as a Communications Associate must be committed to teamwork, possess a keen attention to detail, and have an exceptional ability to stay organized and manage time effectively.

Additional required skills and qualifications include:

- Two years of relevant work experience or equivalent lived experience – relevant experience can include professional or volunteer communications, journalism, government relations, public relations and media relations work;
- Strong commitment to the mission, vision and goals of the ACLU;
- Awareness of and willingness to engage in the difficult work of challenging systems of oppression, institutional and structural racism, and implicit bias;
- Proficient in Microsoft Office 365 Suite;
- Basic knowledge of Adobe Creative Cloud, Canva and Google Docs;
- Solid proofreading skills, including basic knowledge of AP style;
- Proficiency with social media platforms;
- Avid consumer of news and information with ability to analyze and synthesize quickly and cogently;
- Excellent interpersonal skills, and a personal approach that values and respects all individuals regardless of race, ethnicity, age, gender, sexual orientation, gender expression/identity, religion, ability and socioeconomic circumstances;
- Willingness to be flexible and adapt to quickly changing priorities;
- Ability to take criticism and revise work when necessary;
- Willingness and availability to work evenings and weekends, and travel when necessary;
- Ability to work both independently and collaboratively (in person and in virtual office settings) with personal enthusiasm, optimism and a sense of humor;
- Professional and personal credibility; and
- Fluency in Spanish (preferred but not essential).

About Our Culture

We are a diverse workforce and take pride in our ability to attract and retain employees with an array of backgrounds and experiences. We work hard but we also celebrate our successes.

Compensation

This position is non-exempt with a salary range of \$27 to \$29 based on experience. Excellent benefits include four weeks paid vacation; 18 office holidays; medical and dental insurance for staff members and their families; life- and long-term disability insurance; and a 401(k) plan with employer match; and more.

What Now?

Please submit a cover letter explaining your interest in and qualifications for this position, a current resume, names and contact information of three professional references (including at least one supervisor), and a writing sample. Please combine all documents into a single PDF file.

[Electronic Applications are preferred. To submit your application, please click here.](#)

However, hard-copy applications can be mailed to:

ACLU Foundation of San Diego & Imperial Counties
ATTN: Deputy Director
PO Box 87131
San Diego, CA 92138-7131

The ACLU is an equal opportunity/affirmative action employer and encourages applications from women, people of color, people with disabilities, lesbian, gay, bisexual, and transgender individuals, veterans, and people with arrest records and/or convictions.