

## **ACS Press Secretary Job Description**

The American Constitution Society (ACS) believes that our laws and legal systems should be forces to improve and protect the lives of all people. ACS works for progressive legal reform by shaping debate on our most pressing legal and constitutional challenges; with our nationwide network of lawyers, law students, judges, scholars, activists, and policymakers dedicated to those ideas; and by countering the activist conservative legal movement that has sought to erode our enduring constitutional values and rights.

### **RESPONSIBILITIES**

ACS is hiring a Press Secretary.

Reporting to the Director of Communications, the Press Secretary will work with the communications team and appropriate departments to craft and implement strategic media relations plans to promote ACS's goals and to garner media coverage for ACS, its President and leadership, its subject-matter experts, and its programs. The Press Secretary will manage all media relations intake and output and will be responsible for overseeing and maintaining all internal systems related to media relations outreach and engagement. The Press Secretary will have direct engagement with ACS leadership and be an integral member of the Communications team.

Specific responsibilities include but are not limited to the following:

- Draft, develop, and execute media relations strategies and plans to promote ACS and support its long- and short-term strategic goals.
- Work with Director of Communications, Senior Advisor for Communications and Strategy, and staff from other departments to help develop and coordinate effective messages and communications vehicles to strategically promote ACS's campaigns, programs, and products to the media.
- Develop comprehensive plans for promoting ACS's President and leadership, legal experts, and initiatives to the media.
- Cultivate and develop new press contacts and manage relationships with members of the media who cover ACS's issues and pitch story ideas to journalists and editors.
- Develop, write, and produce high-quality, effective print, electronic, web, audio, and video communications materials for media outreach.
- Plan and manage press conferences, media calls, and other events to promote ACS campaigns, programs, and products.
- Help draft talking points, press releases, and other press materials, including in response to breaking news.
- Monitor media calls and fulfill journalist requests for information and be on-call for media requests particularly in emergencies or special circumstances (may include after office hours).
- Coordinate with the digital team as they manage ACS's web, social media, and blog presence and with the team responsible for managing communications within our chapter networks.

- o Track media coverage, provide media reports, and maintain press lists of media contacts.
- o Oversee upkeep and implementation of all media relations systems.

## **QUALIFICATIONS**

- o Bachelor's degree plus a minimum of three years of experience in media relations, journalism, or public relations.
- o Experience working on nonprofit legal and policy issues preferred. Campaign and/or advocacy experience a plus.
- o Excellent writing and editing skills and a superior command of English grammar and punctuation.
- o Demonstrated capacity to develop and maintain journalist relationships. Existing media contacts a plus, including with podcast hosts in the progressive space.
- o Experience staffing a principal a plus.
- o Experience crafting strategic messaging on behalf of an organization.
- o Experience coordinating media strategy with digital teams. Experience managing social media accounts a plus.
- o Ability to thrive in a high-performing and highly collaborative environment.
- o Proven success with managing multiple projects simultaneously.
- o Highly energetic, flexible, organized, and responsive.
- o Demonstrated commitment to organization mission and progressive causes.
- o ACS requires vaccination of all employees that perform in-person job duties.

## **BENEFITS**

- The pay range for this position is \$65,000-75,000
- Generous health, vision, dental, life insurance.
- Paid holiday, vacation, and sick leave.

## **How to Apply**

Those wishing to apply should submit a résumé and cover letter (each as a PDF) to Morgan Washburn, HR Manager, at [jobs@acslaw.org](mailto:jobs@acslaw.org). Please include "ACS Press Secretary Candidate" in the subject line.

ACS values a diverse workforce and an inclusive culture. ACS encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.