

JOB ANNOUNCEMENT

COMMUNICATIONS AND GRAPHIC DESIGN SPECIALIST

The Mississippi Center for Justice (“MCJ”) seeks a dynamic Communications and Graphic Design Specialist (“CGDS”) who excels in crafting captivating visual narratives and possesses the vision to unify our work graphically, effectively conveying our story and mission. While PR and communications are essential components of this role, the emphasis is on leveraging graphic design skills to enhance our mission-driven work focused on racial, economic, and social justice.

MCJ is a nonprofit, public interest law firm committed to advancing racial, economic, and social justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

Position Summary

The Communications and Graphic Design Specialist will report to the Director of Communications. The CGDS will be instrumental in crafting and executing our internal and external communications strategies, brand identity, and visual content. This role demands creativity, attention to detail, and the ability to thrive in a fast-paced environment, collaborating closely with the Director of Communications across PR, graphic design, event planning, and administrative communications.

Job Responsibilities

This is a full-time, in-person employee, based in Jackson, Mississippi. The Communications and Graphic Design Specialist’s duties will include:

Graphic Design:

- Create compelling visual content for various communications, including infographics, presentations, and marketing materials.
- Design event collateral, digital assets, and visual content for social media and the website.
- Collaborate with staff and external vendors to produce videos and photography for advocacy and development purposes.

Strategic Communications:

- Develop a written branding and messaging guide to ensure consistent language and visual identity.
- Maintain a content calendar to identify media opportunities around MCJ's activities.
- Ensure brand consistency across all organizational communications and visual elements.

Media Relations:

- Build and maintain relationships with reporters, bloggers, podcasters, and media outlets.
- Collaborate with advocacy staff to create press releases, advisories, op-eds, and letters.
- Guide press outreach strategy, including press kit creation, talking points, and interview preparation.

Website, Social Media, and Email:

- Manage and update MCJ's website with timely and engaging content.
- Design graphics for website, social media posts, and email campaigns.
Analyze web and social media metrics to measure and optimize online engagement.

Events:

- Assist in planning, executing, and promoting various organizational events.
- Coordinate with vendors to create event-related visual and written materials.

Writing and Editing:

- Draft opinion editorials, communications to officials, and other external-facing materials.
- Edit content for clarity, consistency, and alignment with MCJ's mission.
- Collaborate on creating annual reports, brochures, and other publications.

Qualifications

- 2+ years of experience in graphic design, communications, marketing, and public relations.
- Bachelor's degree or equivalent in graphic design, journalism, nonprofit communications, public affairs, or a related field.
- Exceptional writing, editing, and digital media skills.
- Proficiency in Adobe Creative Suite (Illustrator, Photoshop), Canva, Excel, PowerPoint, and Word.
- Commitment to advancing racial justice and working with diverse stakeholders.
- Excellent interpersonal skills and the ability to work collaboratively in cross-functional teams.
- Strong organizational skills with a keen eye for detail.
- Integrity, credibility, and alignment with MCJ's mission.

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

To Apply: Please send a brief letter of interest, a resume with three (3) professional references, including two (2) from former employers, to:

Tara Y. Wren, Director of Communications
twren@mscenterforjustice.org

Please, no telephone inquiries
The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.