



## Job Description: Campaign Coordinator

*Revised April 5, 2021*

### Position Overview

The Campaign Coordinator is part of an active, grassroots effort to end the use of money bond and pretrial incarceration in Cook County and Illinois. They work with CCBF's staff, volunteers, and partners in the Coalition to End Money Bond to advance a campaign for pretrial justice in 2021 and beyond. This is an associate-level position for someone looking to advance in the areas of policy, advocacy, and community organizing.

This role requires significant coordination and management of volunteers and partner organizations. Currently, the [Coalition to End Money Bond](#) is composed of 14 groups based in Chicago. The Coalition is also a member of and helps coordinate a statewide network dedicated to pretrial justice with 31 members in 12 Illinois counties. As part of a small staff, the Campaign Coordinator is required to be flexible, including occasionally handling administrative and other miscellaneous tasks on an as-needed basis.

### Responsibilities

- Coordinating the Coalition to End Money Bond, including:
  - Planning and facilitating meetings of the Coalition and working groups;
  - Representing the Coalition in meetings with legislators and other policymakers, community groups, and diverse other partners;
  - Developing and creating educational materials for the advocacy campaign and general use;
  - Sharing responsibility for press operations, including drafting press releases, speaking to media, writing op-eds, and coordinating media interviews;
  - Creating and/or coordinating the creation of social media content;
  - Planning convenings, direct actions, teach-ins and other events;
  - Helping to maintain the Coalition's website;
  - Speaking publicly on behalf of the Coalition at workshops, panels, and other events;
- Liaising with the [Illinois Network for Pretrial Justice](#), including supporting the work of partners in other counties;
- Coordinating with other staff and volunteers regarding other areas of CCBF's work as needed, such as for fundraising purposes; and
- Attending and participating in regular staff and volunteer meetings.

## **Requirements**

- Two years or more of full-time professional experience or combination of four years of internship, volunteer, and/or part-time work;
  - Experience in at least one of the following areas: community organizing, communications, legal advocacy, lobbying, or working with formerly incarcerated individuals and/or communities impacted by criminalization;
- Aforementioned experience should include at least one year of working with a grassroots criminal legal system reform effort;
- Familiarity with arguments for and against incarceration, including the prison abolition movement;
- Strong project management skills and ability to work collaboratively in a fast-paced campaign environment; and
- Excellent writing and public speaking skills.

## **Salary and Benefits**

CCBF's Campaign Coordinator will be based in Cook County at CCBF's office at the Westside Justice Center, though CCBF is currently remote due to the COVID-19 pandemic. This is a full-time, salaried position with some evening and weekend hours required. This position has a three-month introductory period. The salary range for this position is \$50,000-\$57,000 annually. Compensation is based on experience and includes Blue Cross Blue Shield health insurance, educational assistance, and generous paid time off policies. Start date is as soon as possible.

**Reports to:** Transitional Executive Director, Director of Advocacy

**Works with:** Policy Analyst, Advocate

## **Application Process**

Please send your resume and a detailed cover letter explaining your interest in the position as a single PDF to [hire@chicagobond.org](mailto:hire@chicagobond.org). Applications will be accepted and reviewed on a rolling basis, but candidates are encouraged to apply by April 13, 2021 to receive priority consideration. This position is open until filled.

CCBF is an equal opportunity employer. People of color, women, LGBTQI-GNC people, and formerly incarcerated people are strongly encouraged to apply.