

Wisconsin Justice Initiative

The logo for the Wisconsin Justice Initiative features a stylized blue wave or swoosh graphic positioned below the main title.

Wisconsin Justice Initiative (WJI) Wisconsin Justice Initiative Action (WJIA)

Job Title: Writer-Advocate

General Responsibilities: Under the direction of the Executive Director, the Writer-Advocate will research and write public education information and advocacy materials furthering progressive reform to improve Wisconsin's justice system and will advocate on behalf of WJI and WJIA with government officials and others involved in the justice system.

Major Duties:

- Monitor developments in areas of organization interest, including, but not limited to, court cases, judicial elections, trends, policies, and legislation affecting the justice system.
- Write and edit posts for WJI's blog.
- Research court cases, justice system administration, judicial candidates and appointees, and legislation concerning the justice system.
- Work with and communicate with elected officials, advocacy organizations, service providers, attorneys, incarcerated individuals, and community leaders to advance the goals of WJI and WJIA.
- Prepare correspondence, public comments, and other materials on behalf of WJI and WJIA and their board members.
- Participate in meetings, events, and presentations relevant to WJI and WJIA and their issues.
- Assist in maintaining and updating WJI and WJIA social media accounts.
- Support fund-raising activities and assist with planning, organizing, and conducting fundraising events and appeals.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Excellent writing ability.
- Investigative and research skills.
- Oral communication skills.
- Advocacy/persuasive argument skills.

- Intermediate or better knowledge of the state or federal court system, corrections system, legislature, and/or executive branch of government.
- Proficiency with Word and Excel or Google Docs and Sheets.

Helpful Knowledge, Skills and Abilities:

- Prior work experience as a journalist, researcher, attorney, or government official.
- Fundraising experience.
- Networking skills.
- Proficiency with Facebook and Twitter, Mailchimp, and Zoom.
- Proficiency with Adobe Acrobat, Canva, Photoshop, and/or video editing software.
- Podcasting and video recording knowledge or experience.
- Experience working for or serving as a board member for a nonprofit organization.

Qualifications:

- Bachelor's or higher degree, preferably in journalism, government, political science, law, English, or justice-related area of study.
- Own work location within the Milwaukee metropolitan area.

Additional Details:

- Work is primarily remote, especially with regard to research, writing, and social media duties. Attendance at in-person meetings and events may be required. The organization does not maintain an office.
- Work hours may be flexible with approval.
- Work is primarily for WJI, a § 501(c)(3) nonprofit organization, with infrequent work assigned for WJIA, a § 501(c)(4) nonprofit organization.
- Honesty and trustworthiness are important.

Salary and Benefits:

- This is a part-time position at .75 FTE (30 hours per week) with the possibility of an increase to 1.0 FTE or decrease to .5 FTE in 2024 and beyond, depending on funding.
- Salary will be between \$45,000 to \$52,500 for .75 FTE depending on knowledge, experience, skills, and abilities.
- Three weeks of paid vacation per year (90 hours at .75 FTE).
- Participation in 401(k) allowed after 1000 hours.
- No health insurance or other benefits provided.

TO APPLY: Send resume with a cover letter explaining your interest in the position and the justice system to margo@wjiinc.org. Apply by 5:00 p.m. February 24, 2023.