

JOB DESCRIPTION:

Washington Prison Phone Justice Campaign Coordinator

The Human Rights Defense Center (HRDC) is seeking a full-time campaign coordinator for its statewide Prison Phone Justice Campaign based in Seattle, Washington.

HRDC publishes Prison Legal News and was founded in Washington state in 1990. It currently is headquartered in Lake Worth, Florida and has an office in Nashville, Tennessee. HRDC maintained a Seattle office from 1996-2010 which it is in the process of reopening.

HRDC is a nonprofit organization that advocates for the human rights of people held in U.S. detention facilities – including state and federal prisons, local jails, immigration detention centers, civil commitment facilities, juvenile facilities, military prisons, etc. For more information about HRDC, see: www.humanrightsdefensecenter.org.

Among many other activities, HRDC is one of the leaders and co-founders of the national Campaign for Prison Phone Justice, which challenges exorbitant telephone rates charged to those who receive calls from prisoners. For more information about the nationwide campaign please visit www.phonejustice.org and www.prisonphonejustice.org. HRDC maintains and updates the data on the latter website.

This position is for a Prison Phone Justice Campaign coordinator who will coordinate all aspects of a statewide campaign against the exorbitant phone rates charged in prisons, jails, immigration detention centers, military prisons and other detention facilities in Washington state. The goal of the campaign is to eliminate commission kickbacks that government agencies receive from prison phone companies and to otherwise reduce the high phone rates charged to people who accept calls from prisoners.

Job Responsibilities Include:

Communication:

- Communicate with Campaign partner organizations in the campaign via phone and email, to strategize and collaborate.
- Coordinate and facilitate monthly conference calls with Campaign stakeholders and allies.
- Communicate regularly with Campaign allies such as local partner organizations, attorneys and journalists, and recruit new allies.
- Read and respond to letters from prisoners and family members in Washington regarding phone-related issues; incorporate prisoners and their families into Campaign organizing strategies.

Media Outreach and Social Media Content:

- Generate blog posts, issue Campaign-related press releases, etc.
- Disseminate information on Campaign activities through website listserv and Twitter account.
- Write articles for HRDC's publication, *Prison Legal News*, and other publications on progress of the Campaign and prison phone justice-related issues in Washington.

Public Education and Advocacy:

- Speak on panels and give presentations about the Campaign at national and local conferences, radio shows and other speaking events.
- Write and present testimony at legislative hearings and utilities commission meetings as needed.
- Create online advocacy actions for engaging Campaign supporters – petitions, phone and email drives, etc.
- Participate in interviews for news media outlets; submit editorials and letters to news publications.

Fundraising:

- Assist in grant-writing and other fundraising for the Campaign.

Organizational Support:

- Assist HRDC attorneys in public records litigation related to obtaining phone contracts and other information.
- Supervising other Prison Phone Justice Campaign employees in the Seattle office.

Coordination with National Campaign:

- Coordinate the Washington state campaign with the national Campaign for Prison Phone Justice, to share resources and work towards common goals. HRDC also has a national Campaign for Prison Phone Justice coordinator.

This is a salaried position that is an extension of a dynamic, national campaign. Some travel is required, mainly within Washington. The successful candidate will be expected to check email and participate in strategy discussions outside of regular office hours and

on weekends as needed. Knowledge of criminal justice issues and telecommunications policy is a plus but not a requirement. Political organizing, campaign coordination and public speaking experience are also pluses but not required.

Computer skills and knowledge of office software packages including Microsoft Office and preferably QuickBooks is required. A minimum of two years related work experience is required. A college degree is not required but is desirable. The successful candidate will have excellent writing and analytical skills, and exceptional problem solving, interpersonal and communication skills. Managing large amounts of data in electronic and hard copy format is required along with the ability to strategize and develop new concepts to ensure the Campaign accomplishes its goals.

HRDC has a professional work environment; business casual dress and neat appearance are required. The Washington state campaign will operate from an office in Seattle.

Salary depends on experience, abilities and skill sets; health insurance is provided after six months. This is a full-time position (40 hour/week minimum).

HRDC is an equal opportunity employer. Formerly incarcerated persons who meet the above requirements are strongly encouraged to apply. Please submit a cover letter and résumé with references to HRDC executive director Paul Wright at:

pwright@prisonlegalnews.org

No phone calls, please.