



JOB ANNOUNCEMENT

Part-Time Development and Media Coordinator

About CURB

CURB is a broad-based coalition of over 75 organizations seeking to curb prison spending by reducing the number of people incarcerated, reducing the number of prisons and jails, and redirecting the savings into community-based alternatives to incarceration. Currently, CURB coordinates work to oppose jail and prison expansion in many local communities and statewide. We focus on budget and policy advocacy, and use a variety of creative tactics to expose and oppose the devastation communities across California experience because of the Prison Industrial Complex. We also use media, public education and other organizing strategies to build grassroots power that can achieve the changes we seek.

Open Position

Californians United for a Responsible Budget (CURB) is seeking a passionate person with strong writing and communications skills to serve as a part-time development and media/communications coordinator. This position will provide support in coordinating the development needs of the coalition in addition to media and communication support to CURB's local and statewide campaigns. The Development and Media Coordinator will be responsible for helping maintain the fiscal sustainability of the coalition through fundraisers, grants and our individual donor base as well as supporting CURB's Statewide Coordinators and CURB members in amplifying the work of the coalition through social media and traditional media. On any given day, the coordinator's responsibilities may include working with dedicated CURB leaders around the state, writing and tracking grant applications, creating and disseminating press releases, fielding press at direct actions and generating daily digital content.

Responsibilities:

- Supporting the planning and implementation of fundraising events
- Grant writing and tracking of grant applications
- Implementing and maintaining strategic funding strategies
- Maintaining communication with donor bases
- Development and implementation of media and communications strategy
- Building and maintaining strategic media partnerships
- Regularly updating and posting across social media platforms and website
- Generating original graphic content, including infographics, memes and gifs
- Writing and disseminating press releases and media advisories



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- Collaborating with staff, members, interns and/or volunteers remotely
- Flexibility for travel and ability to work some evenings and weekends
- Timely and organized reporting.
- Coordinating social media and fundraising strategies

Skills and experience:

- Agreement with CURB principles and strong commitment to racial and gender justice and inclusive practices.
- Strong writing skills.
- 2-3 years of grant-writing experience.
- Experience coordinating fundraising events.
- Strong networking skills.
- A strong self-starter with experience working independently. Someone with initiative who can put forth new idea, develop plans collectively and make them happen.
- Coordination experience. You'll be working with a broad-based team of volunteer organizers and will need to be ready to support their work and solve problems creatively.
- Strong graphic design skills.
- Highly skilled at managing multiple social media platforms and generating original content.
- At least 2-3 years of media / communications experience, preferably with a grassroots organization or non-profit.
- Proven desire and experience working to improve the lives of marginalized and oppressed peoples. CURB's network is made up of a multiplicity of experiences and identities, including currently imprisoned people, formerly incarcerated people, family members of people locked up, Black, Brown, Indigenous and people of color, young people, queer people, activists, educators, and national supporters.
- Comfortable working flexible hours, regular monthly travel, working via phone and computer, and keeping in consistent communication with colleagues in other parts of the state.
- Proven follow-through and ability to see projects and activities through to completion.

Salary: Part-time.

Location: Occasional travel to all parts of California required. Permanent base office location to be determined.



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To apply: Please email the items listed below to info@curbprisonspending.org. Please put "Media and Development Coordinator" in the subject line.

1. A cover letter explaining why you want the position and why you think you would be good for this role.
2. Resume.
3. Three references.

Applications are due Sept 28. We hope to begin interviews the second week of October.

CURB is committed to investing in the leadership of formerly incarcerated and convicted people. People who identify as Black, Brown, Indigenous, women, queer or trans are encouraged to apply. CURB does not discourage or discriminate against people with convictions. There will *not* be a background check or fingerprinting of applicants, and you will *not* be asked if you have ever been convicted of a crime on the application or interview.

Our Los Angeles office is located at 1137 E Redondo Blvd, Inglewood, CA 90302. For more information about CURB visit: www.curbprisonspending.org