



Jazz4Justice is seeking a Communications Assistant. The position includes a flexible schedule, is remote, and is on a contract basis up to 10 hours per week at \$15 – \$25/hr, depending on experience and education. Although not required, preference will be given to those who reside locally in Northern Virginia. Strong writing skills and attention to detail are helpful to this position.

The Communications Assistant will work with the Artistic Executive Director to:

- Manage the social media calendar
- Create marketing materials
- Continually update marketing contacts
- Help with launch of additional social media sites
- Assist with press releases
- Advise on communications strategy and implementation as needed
- Advise on branding and merchandise

Background

Jazz4Justice raises public awareness and funds for Legal Aid and music scholarships. We do this by forming collaborative partnerships with the legal community, the business community, the music community, and Universities. Since 2001, more than 60 annual J4J Concerts have been organized throughout the Commonwealth of Virginia and DC raising over \$600,000 for pro bono legal services and jazz scholarships.

<http://www.jazz4justice.com>