

**METROPOLITAN PUBLIC DEFENDER'S OFFICE  
NASHVILLE & DAVIDSON COUNTY**

*Invites Applications For The Position Of:*  
**PUBLIC INFORMATION COORDINATOR**



*We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.*

**\*Non-Civil Service Position\***

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**SALARY:** \$59,676.29 - \$77,581.81 Annually

**OPENING DATE:** 08/12/20

**CLOSING DATE:** 08/26/20 11:59 PM

**POSITION DESCRIPTION:**

The Metropolitan Public Defender's Office represents adults accused of crimes in Davidson County who cannot afford to hire a lawyer, and children in Davidson County charged with being delinquent and unable to hire a lawyer. Cases range from the simplest misdemeanor to complex capital murder cases. Our mission is to defend the liberty, honor and constitutional rights of the individuals, of all ages, whose cases have been entrusted to us. Through zealous advocacy, we strive not only to deliver excellence in our representation of each and every client, but also to stand with our clients and the community in working to create a more just, fair and compassionate legal system. The guiding principle of the Office is that each client is entitled to quality representation that recognizes the client's dignity and achieves the best possible outcome for the case. Our attorneys, investigators, social workers and support staff take great pride in providing a high level of service.

The Public Information Coordinator is responsible for coordinating and implementing digital and field strategies, initiatives, and programs designed to promote the Nashville Defenders mission

**TYPICAL DUTIES:**

**Community Outreach**

Coordinate and implement local community events to educate the community about the Nashville Defenders programs and services and mobilize individuals in support of programs/services:

- Manage and maintain advocacy databases, lists, and resources
- Manage and maintain the Defend Nashville campaign (which includes a speaking tour, listening tour, and Court Watch program)
- Participate in statewide and local stakeholder/partner meetings as assigned
- Other duties and responsibilities as assigned by the Public Defender

**Digital Coordinator**

Manage affiliate website and work with departments to ensure information is current and accurate:

- Manage and monitor social media properties, creating a strong voice, style, and feel to social platforms for both written and visual content. Set goals, evaluate and track systems and strategies to improve reach and effectiveness
- Attend events as assigned to maximize social media coverage

- Work with the Public Defender and Deputy Public Defender to develop and disseminate timely, accurate information on targeted issues for internal/external audiences
- Track, monitor and evaluate PR strategies and media impressions
- Build and expand media contact and raise visibility of office in the community
- Respond to media requests for interviews
- Other duties and responsibilities as assigned by the Public Defender and Deputy Public Defender

### **Internal Communications**

Assist the Public Defender and Deputy Public Defender with effective internal communication around office operations, community initiatives, and media coverage.

### **MINIMUM QUALIFICATIONS:**

Bachelor's Degree from an accredited college or university or four (4) years' experience community organizing, disseminating information and/or planning public relations activities.

*\*Education may be considered in lieu of experience\**

Valid driver's license with access to reliable transportation, current vehicle insurance and willingness to travel as needed

Qualified candidates will also possess:

- Familiarity with all major social media platforms, including Facebook, Twitter, Instagram, etc. along with an interest and ability in keeping up with new sites and trends
- Strong written and verbal communication skills
- Strong organizational and interpersonal skills
- Ability to work both independently and as a member of a team
- Ability to effectively communicate and organize activists and volunteers from diverse communities
- Attention to detail
- A connection to or experience working with oppressed/marginalized communities in Nashville.

**Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.**

### **PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:**

- Experience in legislative advocacy and media relations
- Experience in community organizing
- Video production experience

### **TO APPLY:**

No online applications will be accepted for this position. Resumes and cover letters will ONLY be accepted via e-mail and should be sent to Annette Crutchfield at [PDApplicants@jis.nashville.org](mailto:PDApplicants@jis.nashville.org)

*The Metropolitan Public Defender's Office is an Equal Opportunity Employer, and does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.*

**Requests for ADA accommodation for the recruitment process should be directed to Annette Crutchfield at (615)-880-3711.**