



## **Media and Communications Associate Position Description**

### **Job Summary**

The Clooney Foundation for Justice (CFJ), an international non-governmental organization (NGO) that advocates for justice through accountability for human rights abuses around the world, seeks a Media and Communications Associate. We are looking for someone with experience in social media and/or communications and journalism and a proven interest in international human rights and criminal justice. The ideal candidate will have outstanding written communication skills and be creative, self-motivated, and able to work effectively against deadlines. In addition to providing day-to-day media and communications assistance and support, the Associate will help create content for and grow our social media channels. This is an exciting time for the media team and the Associate will have a hand in many projects, including developing our social media and digital communications strategy, style guide, and content publication calendar. The Associate will support media and communications efforts on behalf of CFJ generally as well as each of our flagship initiatives – TrialWatch, The Docket, and Waging Justice for Women – and in concert with our strategic partner, The Sentry.

### **Programming**

*TrialWatch* has the mission of exposing injustice, helping to free those unjustly detained, and promoting the rule of law around the world. TrialWatch monitors criminal trials globally against those who are most vulnerable – including journalists, women, LGBTQ+ persons, and minorities – provides legal support to victims of unfair trials and works to reform unfair laws. Over time, TrialWatch will use the data it gathers to publish a Global Justice Ranking exposing countries' performance and use it to support advocacy for systemic reform.

*The Docket* gathers evidence of international crimes to trigger prosecutions of perpetrators and support victims in their pursuit of justice. This initiative combines investigations, legal action and advocacy to bring the perpetrators to justice, obtain redress for survivors, and achieve systemic change. Its projects include bringing to justice those involved in financing conflicts through looting and illegal antiquities trading and gathering evidence of crimes against humanity committed in Venezuela, Sudan, and the DRC.

*Waging Justice for Women*, our newest initiative, aims to fight injustice against women through strategic litigation to reform discriminatory laws and increase accountability for gender-based abuse. This global initiative identifies laws and policies that are holding women back and supports women's ability to claim their rights through the courts. Using data that we gather, and working hand in hand with women-led local organizations, our team uses legal avenues to overturn unfair laws, help victims get redress, and bring perpetrators to justice.

*The Sentry*, CFJ's strategic partner, works with governments and global banks to create real financial consequences for officials responsible for massive human rights crimes and commercial actors profiting from those crimes. The Sentry provides governments the evidence they need to take targeted action against corruption, violence, and serious human rights abuses, and advocate more comprehensive policies focused on getting at the root causes of crises. Their investigations have exposed fraud, money laundering, corruption, illicit trafficking, bribery, piracy, terror financing, poaching, and more.

### **Roles and Responsibilities**

Reporting to the Head of Digital Communications and working in close coordination with the Director of Communications and Media and our program teams, the Media and Communications Associate will be tasked with:

#### *Communications:*

- Building and maintaining press lists and helping with media outreach
- Proofreading and copy-editing news releases, statements, and comments
- Assisting with event coordination
- Running email campaigns with Mailchimp and Cision
- Monitoring and analyzing media coverage
- Helping develop a long-term media strategy
- Expanding and maintaining CFJ's style guide

#### *Digital:*

- Creating content, posting, and building an audience on social media channels
- Uploading and maintaining daily website content, including updates to the TrialWatch map, blog, and trial database
- Pitching and creating original written and audio-visual content
- Assisting in editing existing videos for different social media platforms
- Assisting in improving the website content and flow
- Coordinating digital campaigns as required

#### *Administrative:*

- Maintaining CFJ's publication calendar across its initiatives
- Taking meeting minutes, implementing action plans, and ensuring follow-up
- Editing PDFs and other documents as required

- Occasionally supporting administration for CFJ’s program teams, including the Waging Justice for Women team
- Other administrative duties as required

**Skills and Qualifications**

*Required:*

- 1-3 years’ applicable work experience (including internships and part-time positions)
- Experience proofreading
- Experience with WordPress and Adobe
- Experience using social media on behalf of a university, NGO, or news organization
- Understanding of, and proven interest in media, communications, and human rights
- Self-motivated and able to work remotely with limited supervision
- Ability to balance multiple deadlines and prioritize efficiently
- Attention to detail
- Confidence to ask questions when unclear and feeling comfortable communicating workload and capacity

*Preferred:*

- Experience using MailChimp and Cision
- Experience copy-editing
- Experience building press lists and conducting media outreach
- Experience video editing
- Experience with an international organization
- Working proficiency in either Russian, Arabic, or Spanish

**Location**

Global Flexible

**Compensation**

Equivalent of USD \$50,000 - \$65,000 annually

**Start Date**

Mid-late April

**To Apply**

Submit a CV and a list of 3 references to [employment@cfj.org](mailto:employment@cfj.org) no later than March 18, 2022.

*CFJ is committed to diversity in its workforce and is an equal opportunity employer. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. We do not discriminate on the basis of race, religious beliefs, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability.*

