



## **Digital Associate Position Description**

*The Clooney Foundation for Justice (CFJ) is an international non-governmental organization (NGO) that advocates for justice through accountability for human rights abuses around the world, through its three program initiatives, TrialWatch™, The Docket and Waging Justice for Women. We operate globally and fully remotely.*

We are seeking a passionate and creative early career Digital Associate to join our team full time and help us effectively communicate with the media and with other audiences such as donors, partners, and the general public. This includes helping maintain relationships with journalists and supporting media outreach regarding work carried out by TrialWatch, The Docket, and Waging Justice for Women, and highlighting the impact of these programs. The Digital Associate will play a crucial role in increasing our organization's visibility and digital impact, driving engagement, and supporting our mission across social media platforms.

Reporting to the Head of Digital Communications, this role would be ideally suited to a career starter with an interest in human rights and digital media. This is a global, remote, opportunity, but the ability to overlap with the European time zone is preferred.

### **Responsibilities:**

*Reporting to the Head of Digital Communications, the role of Digital Associate will primarily focus on developing CFJ's social media channels (70% of the role) and supporting the upkeep and maintenance of the website (20% of the role) with some administrative support for the Head of Media where required (10% of the role).*

#### **Social Media**

- Work with the Head of Digital Communications to develop and finalise voice and style of CFJ's social media platforms;
- Identify key audiences and opportunities for outreach;
- Develop and implement social media strategies to increase our organization's presence and reach – both for individual projects and CFJ's wider mission;
- In collaboration with the Digital Producer and Head of Media create engaging content for digital channels, including graphics, short videos, and written posts;
- Manage day-to-day social media, including scheduling and publishing posts, responding to comments and messages, and monitoring relevant trends;
- Keep an up-to-date social media publication calendar; and,
- Monitor social media analytics and track key performance metrics to assess the effectiveness of our social media efforts and identify areas for improvement.

## Website

- Post CFJ's statements, videos and other content to the website in a timely manner;
- Ensure website pages are up to date with CFJ's most recent work and impact;
- Keep CFJ's interactive map and trial database up to date, with support from the communications officer and operations associates; and,
- Source images and video for use on the website.

## Other duties

- Work with the Head of Media to track licensing agreements and usage permissions for footage and images used in CFJ's products;
- Provide administrative support for online events and speaking engagements; and,
- Support other digital work as needed.

## Required Qualifications:

- Bachelor's degree in communications, journalism, or related field (or equivalent experience);
- 1-3 years of digital media experience, including writing for websites, social media management, and/or content production;
- Proven experience using social media in a professional work environment;
- Proven interest in human rights, through experience at relevant organisations. Internships, volunteering, or paid opportunities are all considered relevant;
- Strong understanding of social media platforms and best practices;
- Excellent written and verbal communication skills in English, with the ability to craft engaging and persuasive content;
- Strong understanding of the sensitive nature of CFJ's work and human rights work in general, and a willingness to adapt strategies to support and protect survivors;
- Ability to work efficiently and meet deadlines in a remote work environment;
- Attention to detail and collaborative approach to projects and tasks.

## Preferred Qualifications

- Experience in a nonprofit organization, advocacy organization, or NGO;
- Proficiency in a second language, particularly Spanish, Ukrainian, or Thai;

## Location

Global (Flexible, US or European time zone preferred)

## Compensation

Equivalent of \$50,000 - \$65,000 USD based on experience and qualifications

## Start Date

March 15, 2024

## To Apply

Submit a CV, a cover letter, 1 writing sample, and a list of 3 references to [employment@cfj.org](mailto:employment@cfj.org) no later than February 29, 2024.

*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.*