



Job Description

Position Title: Digital Media Associate

Reports To: Communications Director

The Digital Media Associate will support the mission of ArchCity Defenders (ACD) and be a critical team player of ACD's fast paced and growing Communications Department. ACD is a nonprofit civil rights law firm committed to providing holistic legal advocacy and combating the criminalization of poverty and state violence against poor people and people of color.

ACD's Communications Team:

- Educates the community about the organization's mission, initiatives, and impact
- Advocates for issues important to our client community
- Supports ACD's legal strategies
- Provides a platform for our clients to share their stories on their terms
- Engages in tireless media advocacy
- Coordinates local, national, and international media relationships and prioritizes placing stories to expose injustice, raise awareness, and move the needle on community conversation
- Supports the marketing and fundraising efforts of ACD's Development team

ACD's media advocacy has been instrumental in exposing injustice, countering misrepresentation and distortion of poor people and people of color in mainstream media narratives, and impacting community conversation on issues impacting our region.

The Digital Media Associate's main role will be to develop and generate content and supportive materials for ACD's communications through print, web, and social media. The content will be written, video, photo, infographic, illustrative, etc. (Note: emphasis on video and infographic content)

Responsibilities:

- Writing - creative, news, editorial, marketing, etc.
- Interview clients and produce client stories
- Video editing
- Graphic Design
- Copywriting
- Scheduling content on social media and updating website
- Research issues and policies related to ACD and our work
- Track earned media clips (radio, online, television)

- Monitor and analyze web and social media analytics (Google Analytics experience a plus)
- Develop monthly summary reports for Communications Director
- Participate in communications updates and team meetings as needed
- Assist Communications Director with media/communications related work, i.e. issue and policy research
- Other media/communications related work as needed

Qualifications:

- Proficient with Microsoft Office, Adobe Creative Suite (Adobe Illustrator and/or InDesign required)
- Video editing experience (Premiere, iMovie)
- Experience and acumen in developing social media content
- Experience editing and drafting website content

You'll thrive in this role if you:

- Are committed to and engaged in ArchCity Defenders' mission, clients, and direction
- Have the tenacity and willingness to change direction quickly as media needs change or in response to current events
- Work well both independently and collaboratively
- See the big picture and have excellent attention to detail
- Possess excellent written, verbal, and interpersonal communication skills
- Are motivated, creative, and hardworking

To apply:

This is a full-time permanent position with benefits. Health coverage, 401(k), and paid vacation.

ArchCity Defenders is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQIA applicants.

Please send a cover letter, resume, and up to 10 samples* of your portfolio/work product via email to:

Wendy Werner, Vice Chair, ArchCity Defenders' Board of Directors, wendy@wendywerner.com

Subject: Digital Media Associate

***Note:** Please include work product/portfolio samples that demonstrate your experience with print, web, social media, video, and graphic design content creation.

Deadline to submit application materials is Sunday, February 3, 2019.