



ARCHCITY DEFENDERS

Digital Media Associate

ArchCity Defenders (ACD) is a holistic legal advocacy organization that combats the criminalization of poverty and state violence, especially in communities of color. ACD's foundation of civil and criminal legal representation, social services, impact litigation, policy and media advocacy, and community collaboration achieves and inspires justice and equitable outcomes for people throughout the St. Louis region and beyond.

ACD envisions a society liberated from systems of oppression where the promise of justice and racial equity is realized; communities where our approach to public safety prioritizes investment in well-being, health, and transformation without relying on criminalization and incarceration; and people living freely in their communities, thriving regardless of their race or income.

ACD seeks a dynamic, creative, committed individual with a strong commitment to social justice to join our dynamic and diverse staff of attorneys, paralegals, social workers, community organizers, and media and communication advocates who collaborate to provide holistic advocacy to address the causes and consequences of poverty and involvement with the legal system.

We seek a skilled professional to work with our Communications team and staff on creating and publishing a variety of multimedia content; diligently, creatively, and strategically contribute to producing and publishing content that represents ACD; remain increase community awareness of and support for ArchCity Defenders; and uphold a professional work ethic and high-quality deliverables in support of ACD's mission, vision, and values.

MINIMUM QUALIFICATIONS REQUIRED:

- Proficient with Microsoft Office, Adobe Creative Suite (Adobe Illustrator and/or InDesign)
- Proficiency and experience with photography, graphic design, illustration, videography, and audio production

ESSENTIAL JOB RESPONSIBILITIES:

- Develop and produce excellent multimedia content and supportive materials for print, web, social media, and promotional use utilizing photography, videography, video editing, illustration, and/or Graphic Design
- The content will primarily be graphic, illustrative, video, audio, and photo based and be representative of ACD's mission, vision, values, and holistic legal advocacy, including: client updates, case updates, educational series, event promotion, social media posts, policy reports, know-your-rights and other legal guides, annual report, and/or podcast

- Develop and produce branded templates for ACD use (internal and external), including: ACD slide decks, flyers, and/or business cards
- Collaborate with the Communications team and other staff on client story production, issue-based content, and breaking news, etc.
- Update ACD's website on a regular basis
- Evaluate the performance and engagement of multimedia content
- Create compelling and accurate content that leverages and sparks trends
- Maintain and enhance record keeping systems, saving work product in all formats
- Increase the visibility of ArchCity Defenders by participating in appropriate community activities
- Assist Communications Director with media/communications related work, i.e. issue and policy research
- Assist with ACD events as needed
- Perform other duties and projects as required by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to increase ACD's audiences and engagement through collaborative, strategic, and timely publication of multimedia content
- Ability to actively contribute to ACD's brand and marketing strategy
- Ability to identify patterns and trends in regional and national news or public policy, create content, and increase public awareness about their significance and relevance to ACD's work
- Ability to support some multimedia content creation for campaigns anchored by ACD, and in partnership with other organizations
- Experience posting and uploading content to social media platforms (including but not limited to YouTube, SoundCloud, Facebook, Twitter, Instagram, TikTok, and Buzzsprout)
- Experience analyzing social media analytics and sharing feedback with team to improve online engagements
- Experience and propensity to communicate proactively and regularly with colleagues and supervisor
- Work well both independently and collaboratively
- See the big picture and have excellent attention to detail
- Strong organizational and time management skills.
- Able to handle competing deadlines in a fast-paced environment
- Demonstrate dependability through good attendance and adherence to timelines and schedules
- Good problem-solving skills
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects
- Able and willing to continue professional development
- Demonstrated commitment to public interest law, civil rights, and the mission of ACD

This is a full-time position with benefits and a salary range from \$45,000-\$55,000 depending upon skill and experience. ArchCity Defenders provides subsidized health coverage, 401(k) (100% matched up to 1% of salary), 26 days of paid vacation each year (not including federal holidays in which the office is

also closed), paid parental and sick leave, paid disability and life insurance, paid continuing education opportunities, YMCA membership, subsidized parking, and a company-issued cell phone.

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

To apply, send a cover letter, resume, and design samples to to Z Gorley, Communications Director:
zgorley@archcitydefenders.org

Applications will be reviewed on a rolling basis until the position is filled. Interested applicants are encouraged to submit materials as soon as possible.