



## Communications Assistant Part-time | 15 hours per week

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The **Center for Justice and Accountability** is a United States-based nonprofit international human rights organization. We work globally with communities impacted by genocide, crimes against humanity, and other atrocities to seek truth, justice, and redress through innovative litigation and transitional justice strategies.

### Position Overview

CJA seeks a motivated and detail-oriented Communications Assistant to support our public communications and donor engagement efforts. The ideal candidate will have superb written communication skills, strong attention to detail, self-management abilities, knowledge of social media platforms, and a genuine commitment to human rights and social justice. This is a part-time position (up to 15 hours per week) with pro-rated benefits. The Communications Assistant is expected to work 2-3 hours per day Monday through Friday. The anticipated start date for this position is June 1, 2026.

**Location** - CJA's operations are fully remote, though the Communications Assistant will be required to live and work in California, Washington, DC, Maryland, Massachusetts, Florida, Minnesota, or Tennessee.

### Reporting Relationships

The Communications Assistant reports jointly to the Executive Director (60%) and the Director of Partnerships and Strategic Initiatives (40%), and collaborates closely with other staff across the organization.

### Primary Responsibilities

#### *Donor Communication and Cultivation (90%)*

- Support donor outreach and cultivation goals through the development of written communications and campaigns;
- Develop, design, and publish email and social media campaigns across digital platforms as well as direct mail appeals
- Coordinate with communications and design consultants on materials development; and
- Assist with website updates.

#### *Event Management (10%)*

- Help plan, publicize, and facilitate events; and
- Assist with logistics, including venues, catering, audiovisual, and volunteer coordination.

### Qualifications

#### *Required:*

- Excellent writing and editing skills with strong attention to detail
- Proficiency in Microsoft Office and Google WorkSpace
- Familiarity with Instagram, LinkedIn, Facebook, Bluesky, and other social media platforms
- Ability to manage multiple priorities and meet deadlines with accuracy

- Positive, creative attitude and commitment to CJA's mission

*Preferred:*

- Experience with Loomly, a social media management system
- Experience with email marketing platforms such as Constant Contact
- Experience with Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat) or similar
- Experience with WordPress or another browser-based content management system

**How to Apply**

Please submit a cover letter and resume to [jobs@cja.org](mailto:jobs@cja.org) with "Attn: Search" in the subject line. Applications will be accepted until the position is filled. No phone calls, please. Only candidates selected for further consideration will be contacted. CJA offers competitive compensation and pro-rated benefits commensurate with experience. **The deadline to apply is April 23, 2026.**

CJA is an equal opportunity employer committed to a diverse, multicultural workplace. People of color, women, people with disabilities, and individuals of diverse sexual orientations and gender identities are encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, CJA will consider qualified applicants with arrest and conviction records