



Social Media Consultant

The Center for Justice & Accountability is an international human rights legal organization dedicated to deterring torture, war crimes, crimes against humanity and other severe human rights abuses around the world through innovative litigation, policy, and transitional justice strategies in pursuit of truth, justice and redress for victims and survivors. CJA's vision is a world in which justice thrives – where every nation has the capacity and willingness to prosecute human rights criminals and achieve justice for those most marginalized in society. We believe that the world's worst human rights criminals should be brought to justice wherever they are found, as we help build the rule of law in the nations where the original crimes occurred.

Purpose of Consulting Role

Support CJA's overall mission by planning and executing public and targeted outreach through social media, web and other online platforms.

Consultant must have superb written communication and public outreach skills, familiarity with international human rights issues, excellent project management skills, and a strong attention to detail and deadlines. S/he should be committed to the non-profit/social justice field. This is a long-term part-time mid-level consulting (1099) role averaging 16 billable hours per week.

Reporting Relationships

Consultant reports to the Director of Communications and Outreach. S/he also collaborates with program, fiscal and administrative staff.

Primary Responsibilities:

Social Media

- Work with the Director of Communications and Outreach to design and execute communications strategies and materials for CJA campaigns and fund-raising initiatives;
- Develop strategies to significantly grow CJA's social media and web outreach;
- Draft CJA social media content and design graphics;
- Management of all CJA social media channels (Facebook, Twitter, LinkedIn, YouTube, Pinterest, Flickr); and
- Work with CJA staff and others to generate, edit, and update content for CJA's website.

Communications and Media

- Draft content and help manage production of CJA's impact report, and other publications (i.e. brochures, fact sheets, etc.), as needed;
- Monitor and catalogue press coverage; and
- Work with CJA's Director of Communications and Outreach with media outreach through Meltwater.

Other Tasks

- Adhere to budget and fiscal requirements and policies;

- Develop basic understanding of CJA litigation;
- Carry out basic research assignments as needed; and
- Other similar tasks as assigned.

Professional Qualifications

- Demonstrated interest in global social justice and human rights;
- Excellent writing and editing skills in English, with strong proofreading skills;
- At least three years of communications and/or public relations experience, preferably in a non-profit environment;
- Practiced in to using online tools to communicate with and engage target audiences;
- Interest in and knowledge of key social media outlets and functionality (Facebook, Twitter, YouTube, etc.)
- Excellent computer skills in Word, Excel and PowerPoint;
- Fluency in Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat) or similar programs preferred;
- Experience with Wordpress or other browser-based Web content management system (CMS);
- Experience with email marketing programs such as Constant Contact;
- Ability to work independently and strength in multi-tasking, goal-setting and workload prioritization with strong attention to detail;
- Positive and creative attitude, including on creative projects and on more routine tasks;
- Bachelor's degree or equivalent experience and an ongoing commitment to professional development; and
- Second language skills an asset (especially Spanish, Arabic).

How to Apply

Please submit a cover letter, resume and three writing samples by e-mail to: jobs@cja.org. Please reference "Attn: Social Media Consultant" in the subject line of the email. Applications will be accepted until the role is filled. No phone calls, please. Only applicants being considered will be contacted. Consultant rate ranges from \$30-\$35/ hour.