



666 Broadway, 7th Floor
New York, New York 10012
212-614-6464
ccrjustice.org

Title: Temporary Social Media Communications Assistant

Classification: Non-exempt; part-time (10 hours a week) for 6 months

Reports to: Communications Director

Location: New York City, following a likely period of telecommuting depending on travel and workplace restrictions in place due to Covid-19 at the time of hire.

Start Date: Immediately.

About the Center for Constitutional Rights: The Center for Constitutional Rights works with communities under threat to fight for justice and liberation through litigation, advocacy, and strategic communications. Since 1966, we have taken on oppressive systems of power, including structural racism, gender oppression, economic inequity, and governmental overreach.

Position Summary: This temporary position will help with producing and scheduling content on all social media channels. In particular, they will produce tweets and posts related to: Event promotion, partner campaigns and initiatives, press clips, and cases and projects as needed.

Responsibilities:

- Assist the Digital Engagement Manager with scheduling and posting social media content across all channels, especially tweets and tweet threads.
- Help support the creation of social media toolkits related to CCR cases and projects.
- Help support digital events as needed.
- Help maintain the social media calendar as needed.
- Serve as a potential backup for the Digital Engagement Manager

Qualifications

- Graphic design knowledge (using programs like Canva or Adobe Spark) required
- Basic knowledge of social media platforms (Facebook, Twitter, YouTube, Periscope, Tumblr, Instagram, etc.), tools (e.g., Tweetdeck, Google Analytics), and trends required
- Strong digital literacy, with proficiency in MS Office applications
- Knowledge of Adobe Photoshop
- Excellent organizational and time management skills, proven ability to efficiently manage multiple tasks and priorities under tight deadlines
- Attention to detail
- Excellent problem-solving skills, including ability to anticipate problems and use judgement appropriately to plan solutions
- Excellent interpersonal skills, professionalism, initiative, and personal responsibility
- Proven ability to work both independently and as member of a team
- Integrity, grace under pressure and sense of humor
- A belief in the mission of the Center for Constitutional Rights and familiarity with the issues central to CCR's work, and comfort working in a progressive legal environment.

Compensation: Salary is commensurate with experience. The current salary range for this 6-month position is \$33.43 to \$41.93 per hour.

Benefits include paid pro-rated vacation, sick leave, and holidays.

Contact: Qualified candidates should visit <https://ccrjustice.wufoo.com/forms/temporary-communications-assistant-parttime/> to submit an online application. Applicants will be asked to submit a resume and cover letter. No phone calls please.

THE CENTER FOR CONSTITUTIONAL RIGHTS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ACTIVELY RECRUITS WOMEN, PEOPLE OF COLOR, PERSONS WITH DISABILITIES, AND LGBTQIA+ AND GENDER NON-CONFORMING PEOPLE.