Digital Engagement Associate

American Constitution Society, Washington, DC

- Open for applications: October 21, 2020 through November 20, 2020
- Compensation: $45,000/yr to $55,000/yr, depending on qualifications and experience, plus a comprehensive benefits package
- Position reports to: Senior Counsel for Communications via Digital Engagement Strategist

ACS seeks an energetic, detail-oriented, and adaptable Digital Engagement Associate to help implement and measure the organization’s full array of digital programs, including website, social media, and email programs (non-fundraising).

DUTIES
The Digital Engagement Associate portfolio includes:

- Working with the Digital Engagement Strategist and department consultants to monitor progress toward digital program goals, and keeping day-to-day tasks on track to reach goals;
- Coding and producing emails, pulling performance reports, drafting report analysis, posting content onto social media channels, updating website, and creating landing pages;
- Contributing copywriting for landing pages, social media comment responses, receipt emails, meta content, and other vital pieces of the digital communications ecosystem;
- Ensuring work quality and data hygiene adheres to established processes and best practices; and
- Ensuring timely delivery of assets.

DESIRED QUALIFICATIONS
The ideal candidate will possess many of the following qualifications and personal attributes:

- Excellent interpersonal skills and ability to interact with diverse array of individuals professionally and effectively;
- Strong writing ability;

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1 This work can be conducted remotely while the ACS office is closed due to the Covid-19 pandemic. When the office re-opens, the candidate would need to work from the Washington, DC office.
• Performs well in a team environment, but can also consistently accomplish tasks independently;
• Highly energetic, flexible, organized, and responsive;
• Ability to manage multiple projects at once and change direction as needed;
• Demonstrated commitment to ACS’ mission and to progressive causes generally;
• 1 year of experience working with HTML and Microsoft Excel or Google Sheets is required;
• Interest and aptitude for writing, experience using WordPress, experience using Photoshop or similar, and experience using basic video editing software are preferable but not required; and
• Bachelor’s degree required.

Interested applicants should e-mail a resume and cover letter to jobs@acslaw.org. Please include Digital Engagement Associate and Attention: Office Manager in the subject line of your email. No Calls or Walk-ins please. We will review all submissions and reach out to candidates who best match our needs.

ACS values a diverse workforce and an inclusive culture. ACS encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.