

## **ACS Digital Communication Associate Job Description**

The American Constitution Society (ACS) believes that our laws and legal systems should be forces to improve and protect the lives of all people. ACS works for progressive legal reform by shaping debate on our most pressing legal and constitutional challenges; with our nationwide network of lawyers, law students, judges, scholars, activists, and policymakers dedicated to those ideas; and by countering the activist conservative legal movement that has sought to erode our enduring constitutional values and rights.

### **RESPONSIBILITIES**

ACS is hiring a Digital Communication Associate.

The ACS Digital Communication Associate will work closely with the Digital Engagement Strategist to carry out and assist with digital tasks related to the ACS website, email marketing, promotion and fundraising, social media content creation, video recording and editing, and graphic design. This position also will work closely with the Director of Communications to complete internal communication tasks and produce a weekly newsletter for ACS members. The position reports to the Director of Communications.

Evening work is sometimes required for specific events, and weekend work is limited to major conferences once or twice per year.

This is a hybrid position based in Washington, D.C.

### **QUALIFICATIONS**

- Bachelor's Degree
- A commitment to work a one-year minimum term
- Proficient with Microsoft Office
- Social media, graphics, and HTML experience preferred, with Pardot, WordPress and Zoom experience a plus
- Self motivated/ability to work independently and meet deadlines
- Ability to manage a number of diverse projects and budget time accordingly
- Excellent interpersonal skills.
- Excellent organizational skills with attention to detail
- Excellent written and oral communication skills
- A strong commitment to ACS's mission
- ACS requires vaccination of all employees that perform in-person job duties.

### **BENEFITS**

- The salary for this position is \$45,000
- Generous health, vision, dental, life insurance.
- Paid holiday, vacation, and sick leave.

### **How to Apply**



Those wishing to apply should submit a résumé and cover letter (each as a PDF) to Morgan Washburn, HR Manager, at [jobs@acslaw.org](mailto:jobs@acslaw.org). Please include “ACS Digital Communication Associate Candidate” in the subject line.

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.