



# PUBLIC JUSTICE

---

## IMPACT. CHANGE.

National Headquarters 1620 L Street NW, Suite 630, Washington, DC 20036  
West Coast Office 475 14th Street, Suite 610, Oakland, CA 94612

---

---

### **JOB ANNOUNCEMENT**

---

---

**Please post and inform potential applicants.**

**January 21, 2025**

### **DIGITAL MEDIA ASSOCIATE**

**Remote**

Public Justice is seeking a full-time entry- to mid-level Digital Media Associate to join our growing communications team. Public Justice takes on the biggest systemic threats to justice of our time – abusive corporate power and predatory practices, the assault on civil rights, and the destruction of the earth’s sustainability. We connect high-impact litigation with strategic communications and the strength of our partnerships to fight these abusive and discriminatory systems and win social and economic justice. In particular, we ensure access to the civil justice system, protect the civil rights of students, boldly lead efforts to reform the industrial agriculture system, fight to end qualified immunity and modern-day debtor’s prisons, enforce the nation’s most important environmental laws, and much more.

This is an exciting opportunity to play a key role in expanding our organization’s digital presence and advancing our advocacy efforts across all digital channels.

The Digital Media Associate will assist with content creation, digital communications, and grassroots outreach. Working within a small but dynamic communications team, this role will offer hands-on experience across various media platforms while developing skills in strategic digital communications. We are seeking a candidate with tangible experience growing social media engagement, who can bring creative ideas and a results-driven approach to advancing Public Justice’s mission online.

This is a remote position and is open to candidates from anywhere in the country and reports to Public Justice’s Director of Digital Communications.

#### **Key Responsibilities**

- **Content Creation & Strategy:** Develop, create, and manage compelling content across all digital channels, including social media, website, and email campaigns. Work with Communications and Development team to develop content for attorney and non-attorney audiences and key stakeholders, including members, donors, partners, and organizational allies. This includes using tools like Canva, Adobe Creative Suite, and Bonterra/EveryAction to create and manage high-quality, impactful content.

- **Social Media Management:** Manage the organization's social media calendars, ensuring consistent posting across platforms. Use scheduling tools like Buffer and Meta Business Suite to plan, organize, and monitor content distribution.
- **Audience Growth:** Grow social media following and online presence while maintaining our design and adhering to organizational guidelines
- **Website Management:** Update and maintain website content using WordPress and Elementor to reflect current campaigns and organizational priorities.
- **Cross-Team Collaboration:** Work with departments to amplify initiatives and ensure cohesive messaging.
- **Community Engagement:** Respond to followers, foster dialogue, and build relationships online.
- **Analytics:** Track and analyze key metrics to inform strategies.

### **Qualifications**

- Creative thinking and the ability to adapt to new trends and platforms.
- Experience working with progressive advocacy organizations, campaigns, or legal advocacy groups.
- Proven experience in social media management, including demonstrated success in creating consistent, impactful content as part of a brand or campaign. Skilled at driving measurable growth in social media engagement through strategic audience interaction and effective calendar management.
- Experience with graphic design & videography.
- Experience with web content management systems (WordPress), mass email programs (Bonterra/EveryAction), and social media management systems (Buffer).
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Ability to work independently and collaboratively in a fast-paced environment.

### **Salary & Benefits**

Public Justice offers a mission-focused work environment, a teamwork and community-oriented approach, and a competitive compensation package. We provide excellent benefits, including three weeks of paid vacation, a four-day work week, two weeks of sick leave, two personal days each year, all federal and some local holidays, employer-paid health, dental and vision insurance premiums, and a 401(k) plan. This is a non-exempt position with an expected salary range of \$58,500 – \$65,000 per year, depending upon experience.

### **To Apply**

Please send your resume, cover letter, three references and a short writing sample to Toyo Ubaldo at [tubaldo@publicjustice.net](mailto:tubaldo@publicjustice.net) with the subject line 'Digital Media Associate'. Please provide links to social media accounts which you have created or managed content. The application deadline is **February 27, 2025**, at which point applications will be reviewed on a rolling basis until the position is filled.

## **Public Justice EEO Statement**

Public Justice is an equal opportunity employer and values a diverse workplace. We strongly encourage applications from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please email: [Lhughes@publicjustice.net](mailto:Lhughes@publicjustice.net).

For more information on Public Justice, please visit our website at [www.publicjustice.net](http://www.publicjustice.net).