ESCR-Net - The International Network for Economic, Social and Cultural Rights (ESCR-Net) is seeking a communications assistant to work in its New York City secretariat office.

ESCR-Net connects over 280 NGOs, social movements and advocates across more than 75 countries to build a global movement to make human rights and social justice a reality for all. Through ESCR-Net, members exchange information, build solidarity across regions, develop new tools and strategies, and advance collective actions to secure economic and social justice through the human rights framework, with a special focus on economic, social and cultural rights (ESCR). The member-led, collective work of ESCR-Net is guided by core principles of gender and regional balance in leadership and participation, intersectional analysis, and centrality of grassroots groups and social movements.

For a complete overview of ESCR-Net’s work, please visit our website at [www.escr-net.org](http://www.escr-net.org).

**PRIMARY FUNCTION:**
Based in our New York City office and supervised by the communications coordinator, the communications assistant will be part of a two-person communications team.

This position will assist in the maintenance of ESCR-Net’s communications systems and implementation of strategic communications initiatives. This will include: leveraging and increasing our social media presence, including producing engaging graphic and audiovisual content across different platforms; regularly updating and disseminating information online about ESCR-Net collective actions, as well as individual member activities, across four languages, in order to facilitate information-sharing amongst diverse ESCR-Net member organizations and individuals; and assisting other secretariat staff in utilizing ESCR-Net’s communications tools.

**RESPONSIBILITIES:**

- Work alongside ESCR-Net Communications Coordinator to set communications strategy, vision, and goals.
- Produce and edit written, audiovisual and graphic materials, specifically short videos, event flyers and social media and web visual assets.
- Create, update, and maintain content and community engagement across all ESCR-Net social media platforms – Twitter, Facebook, Instagram, LinkedIn, and YouTube – in order to mobilize around ESCR-Net advocacy objectives.
- Co-create editorial calendars, social media posting schedules, and work plans.
Define and track key metrics for our online channels and use that information to optimize communications performance.

Regularly update ESCR-Net website (in 4 languages), and over time, working closely with the Communications Coordinator, assist in the process for restructuring the Network’s website.

Craft and send ESCR-Net quarterly newsletter content (copy and visuals) and assist in growth strategy, as well as support copy-editing on targeted updates on specific projects-working groups (via our CiviCRM.)

Facilitate effective internal communications and track communications projects in ESCR-Net’s internal project management system.

Provide technical support to ESCR-Net staff and members on communication systems, including overall coordination of translations across our four working languages, email blasts, webinars, website CMS, Google Groups and G Suites.

Interface with consultants hired to work on communications projects, receiving invoices and coordinating with our finance team.

REQUIRED QUALIFICATIONS

- Excellent communication skills in English, with proven writing, editing and proofreading ability.
- A proven track record (3+ years) in communications, social media, online campaigning or a comparable mix of relevant experience.
- Bachelor’s degree in communications, marketing, new media or related field.
- Demonstrated commitment to advancing human rights, climate justice and/or related social justice issues.

REQUIRED SKILLS

- Ability to synthesize complex information in meaningful and creative ways for distribution to a variety of audiences.
- Organization and project management skills with the ability to manage and prioritize multiple tasks simultaneously while meeting tight deadlines.
- Demonstrated experience managing social media platforms.
- An eye for good design with demonstrated experience using Adobe Suite or similar (Photoshop, Illustrator, Canva)
- Fluency in French and/or Arabic.
- Some experience with linear media editing (audio/video)
- Some experience using Website Managements Systems (WordPress/Squarespace /Drupal)
- Some experience using newsletter platforms.
- Some experience with data analytics tools such as Google Analytics, Facebook insights, etc.
DESIRED QUALIFICATIONS

- Campaigning/organizing experience, ideally involving effective use of communications strategies to advance human rights and social justice.
- Ability to work in a third Network language, including French, Arabic or Spanish.
- Experience working in a multicultural environment.

HOURS AND LOCATION:
This position will be based at the office of ESCR-Net’s secretariat (near Grand Central Station in New York City). The normal working hours of the office are from 9am – 5pm, Monday through Friday.

IDEAL START DATE:

COMPENSATION:
The Communications Assistant position is a full-time position with benefits, including medical coverage and generous vacation and paid leave. Compensation is $19.25 per hour (equivalent to approximately $40,000 per year).

INCLUSIVE HIRING AND WORKPLACE:
ESCR-Net is an equal opportunity employer. We strongly encourage and seek applications from women, persons with disabilities and people of color, including bilingual and bicultural individuals, as well as members of lesbian, gay, bisexual, transgender, queer, or intersex communities. Applicants shall not be discriminated against on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, ethnicity, gender identity, medical condition (cancer-related), the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions or any other characteristic protected by applicable federal, state or local laws. Reasonable accommodation will be made so that qualified persons with disabilities may participate in application processes. Please advise in writing of special needs at the time of application.

TO APPLY
Please email your curriculum vitae along with a letter of interest and a social media portfolio to apply@escr-net.org, with the subject line that includes “Communications Assistant”.

We encourage interested candidates to apply as early as possible as applications will be reviewed on a rolling basis, beginning 5 June 2020. Only short-listed candidates will be contacted. Thank you for your understanding during this process.