



Project Associate at TINA.org

About Us

Truthinadvertising.org (TINA.org) is a non-profit consumer advocacy organization based in Madison, CT, dedicated to empowering consumers to protect themselves against deceptive marketing through education, investigative journalism, legal advocacy, and the promotion of truth in advertising.

Position

This position provides a range of administrative, research and project support for the day-to-day work at TINA.org. The person filling this role will be required to work collaboratively with various staff and juggle multiple tasks with limited supervision.

Job Tasks include:

- Assist with writing Ad Alerts and other content for the TINA.org website, social media platforms & e-newsletters
- Create and/or source images, videos, and other visual content
- Upload articles, images, graphics, documents, and videos to the TINA.org website and other platforms
- Provide research (LexisNexis, CourtLink, Kantar Media etc.) and administrative support
- Assist with social media efforts on Facebook, Twitter, Google +, Instagram, Pinterest, Vine and LinkedIn.
- Perform other administrative duties as assigned.

Desired Skills/Experience

- A bachelor's degree from an accredited University. New college grads are welcome!
- Tech savvy with excellent computer skills and proficiency in MS Office
- Fluency in popular social media platforms is essential.
- Excellent written/oral communication and interpersonal skills.
- An interest in consumer advocacy & Truth in Advertising's mission in particular.
- Strong organizational, analytical, and time management skills with attention to priority and detail.
- Works well independently and within a team and demonstrates a high degree of initiative, flexibility and collaboration.
- Demonstrates a willingness to learn and welcomes feedback.

Compensation

Salary will be commensurate with experience.

Application Instructions

Interested candidates should send a cover letter explaining your interest in the position as well as your experience, two references, and resume by email to jobs@truthinadvertising.org. Please note "Project Associate" in the subject line. No phone inquiries, please.



TruthinAdvertising.org is an equal opportunity employer and welcomes a diverse candidate pool.