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**Program Associate**  
Global Trade Watch

**General Description:** The Program Associate is a member of Public Citizen's Global Trade Watch (GTW) staff team performing a range of functions, as needed, in support of GTW's work. This includes running GTW's intern program; handling graphic design projects and works with the Social Media Director to maintain and update the GTW website and social media content; designing GTW written materials; coordinating production of signs, props and other materials for actions and events; tracking briefings, hearings and other outside events of interest to GTW staff and distributing staff and intern notes of relevant events; helping to track media coverage, congressional letters, hearing records, administration of listservs and maintenance of congressional staff databases.

**RESPONSIBILITIES:**

**Digital Media and Design**

- Prepare photographic or video information for the GTW's web and social presence, using software tools such as Adobe Photoshop, Adobe Premiere, Microsoft Movie Maker, or Apple Final Cut Pro.
- Design and post social media posts and graphics including memes, short videos, and infographics for coalition meme team and for use by GTW.
- Coordinate with Social Media Director and Deputy Director to ensure accurate and timely posting of all GTW publications and reports on various GTW web platforms.
- Work with Social Media Director, Deputy Director and Researcher to review GTW websites and Facebook pages to update materials and links.
- In consultation with the Social Media Director, coordinate search engine analytics to maximize traffic to websites.
- Respond to coalition graphics and social media requests in coordination with Social Media Director and Deputy Director, as needed.
- Work with Social Media Director to catalogue all digital campaign materials and videos.
- Monitor news clips and statements and letters released by Members of Congress on trade-related issues to distribute to team and allies and to add to website and use in social media campaigns;
- In coordination with Deputy Director, coordinate GTW materials production with respect to design and production;
- Maintain, organize, and update various Access databases relating to domestic and international listservs of allies organizations and activists and congressional staff.

**Intern Program and Program Support**

- Recruit and supervise general, research, and field interns for GTW.
- Work with Senior Researcher and Deputy director to maintain forward calendar and to track think tank and other organizational briefings and events, congressional hearings and other outside events of interest to GTW staff and, work with Deputy director to assign interns or notify other GTW staff to cover such events.
- Assist with design of GTW materials and coordinate the maintenance of briefing books, lobbying folders and other materials needed by GTW staff for public events by creating a system of easy access to such materials and preparing copies for events.
- Provide project support including sign-making, prop procurement and more and administrative support to GTW staff and campaigns, including special projects relating to GTW events and activities.

## **REQUIREMENTS:**

**Education:** College degree required.

**Work Experience:** Experience in recruitment and management of volunteers, graphic and web design, office management, and project coordination. At least 3 years of work experience.

**Skills:** Extensive knowledge of software and web technologies, including, but not limited to: Content Management System web applications, HTML, Adobe Acrobat Pro, and WYSIWYG web editing software. Expert knowledge of Microsoft Office environment (Word, Access, Excel, PowerPoint, Access). Facility with searching and downloading data from Internet sites. Familiarity with Web standards (including accessibility standards). Working knowledge and functional proficiency with online performance measurement and impact analysis tools; ability to research, identify, and map intended audiences and stakeholders, and to leverage communication tools and methodologies (such as online monitoring, web analytics, or other tools).

**Knowledge:** Familiarity with issue or electoral campaigning and nongovernmental organization and political protocol. Working knowledge of trade and globalization issues a plus. Knowledge of or experience with the US government particularly Congress. Basic ability to understand different aspects of the various positions regarding public policy issues.

**Capabilities:** Ability to juggle multiple tasks and manage time, prioritization, project tracking and follow-through; ability to work well with a wide range of people; ability to adapt to challenging situations on a daily basis; excellent attention to detail; ability to undertake projects with minimum supervision. High energy and enthusiasm.

**Conditions:** Strong interest in and commitment to the public interest and promotion of the goals of Public Citizen's Global Trade Watch.

## **SALARY AND BENEFITS:**

Competitive salary commensurate

## **TO APPLY:**

Please send a cover letter, resume and writing sample to [gtwapplicants@citizen.org](mailto:gtwapplicants@citizen.org). No phone calls.

## **About Public Citizen's Global Trade Watch:**

Public Citizen is a national, nonprofit advocacy organization founded in 1971 to represent the public interest in Congress, the executive branch and the courts. We fight for openness and democratic accountability in government; for social and economic justice in globalization and trade policies; for clean, safe and sustainable energy; for strong health, safety and environmental protections; for safe, effective and affordable medicines and health care and for the right of consumers to seek redress in the courts. We have six divisions based in our Washington, D.C. offices and an office in Texas

The mission of Public Citizen's Global Trade Watch division is to ensure that in this era of globalization, a majority have the opportunity to enjoy America's promises: economic security, a clean environment, safe food, medicines and products, access to quality affordable services such as health care and the exercise of democratic decision-making about the matters that affect their lives.

Public Citizen started working on globalization and 'trade' issues in 1991 when we recognized that this was necessary simply to remain effective advocates for the public health, consumer safety, environmental and economic justice goals Public Citizen had promoted over decades. Motivating this strategic initiative was our realization that today's international commercial agreements, such as the World Trade Organization (WTO) and the North American Free Trade Agreement (NAFTA), were no longer mainly about trade per se. Rather, these far-reaching agreements were backdoor delivery mechanisms to implement an expansive, enforceable package of non-trade policies - limits on financial regulation and food safety, new monopoly patent rights over medicines and seeds that limit access, new investor rights that promote job-offshoring and subject public interest policies to attack and more. This corporate-led version of globalization is designed to limit governments' role in regulating the economy and to eliminate many of the public interest safeguards Public Citizen and like-minded organizations and activists had won over decades. And, it shifts decision-making on

matters previously determined in national, state and local venues to international bodies where those affected by the decisions have no meaningful role.

Since its inception in 1995, GTW has been a leader in popularizing the globalization and trade debate by connecting these seemingly arcane policies to peoples' everyday experiences – and helping people make a difference in the future of globalization by giving them the tools they need to educate their communities, hold Congress accountable for policy choices, and hit the streets to protest. GTW works with diverse national and international coalitions. For more information, please see our website: [www.tradewatch.org](http://www.tradewatch.org)