

# Digital Communications Contractor

## About Accountable Now

Accountable Now (AN) is a global platform that supports civil society organizations to be more transparent, responsive, impact-focused, and community-led. For 20 years, we have been working to shift power, champion equity, and embed Dynamic Accountability into everyday practices. Our work focuses on supporting civil society organizations to continuously reflect, learn, and adapt to strengthen and embed new ways of working grounded in processes of inclusive, participatory and meaningful engagement with all stakeholders. It goes beyond monitoring & evaluation, due-diligence and compliance, driving accountability as a process that aligns organizational actions with their values. Accountable Now is fiscally sponsored by Accountability Lab in the United States, but our staff and interns currently are based all over the world: Germany, Kenya, the Netherlands, Nigeria, South Korea, and the US.

## About the Opportunity and the Ideal Candidate

Accountable Now is looking for part-time communications and design support from a detail-oriented and creative professional. This role is perfect for someone who enjoys both strategy and creativity, as we are searching for someone who can support us in strategically shaping our online presence as a way to connect with our Members, partners, and broader civil society stakeholders. We envision this person will blend tried and true digital communications strategy with fresh creative ideas to help us both engage with and promote our work and community.

We're excited about a candidate who has a natural eye for design, strong digital competencies, and a willingness to iterate, experiment, and learn as you go. We're open to considering candidates with a range of experience levels, as long as they bring the skills and commitment.

This search launches on December 15, 2025 and will remain open until we identify the right candidate. *Note that candidate reviews will only begin after January 7.*



## Responsibilities

- **Support the production of (at least) two monthly newsletters on Mailchimp.**
  - Gather, draft, and organize updates from AN and other relevant stakeholders and thought leaders.
  - Review newsletter analytics and recommend strategic opportunities to improve newsletter development, format, and content.
- **Manage AN's LinkedIn profile on a monthly basis.**
  - Plan, draft, and execute 4-10 strategic LinkedIn posts each month, using Canva and Notion (our project management tracker).
  - Repurpose organizational content (e.g., reports, blogs, events, media hits), into clear, shareable posts.
  - Monitor Members' LinkedIn accounts for relevant content to reshare.
  - Review analytics to help us understand what resonates and advise on how to strengthen engagement.
  - Coordinate with internal teams for content inputs and approvals.
- As time permits and skills align, **support additional digital communications and branding work**, which may include:
  - Research on additional social media channels AN should adopt.
  - Update the brand toolkit and guidance for internal and external stakeholders.
  - Design and/or produce externally facing content and materials (e.g. Member documents, website content, infographics, videos, podcasts).
  - Translate key AN documents from English into additional languages.
  - Strengthen outreach channels and mechanisms for input and feedback from stakeholders.
  - Collaborate on AN's 20 Years in Focus Campaign (2026).
  - Proactively identify and propose opportunities to further support AN's digital communications, reputation, and brand.

### Other Expectations:

- Maintain consistency in organization voice and branding.
- Solve problems proactively and creatively.
- Update/tag content in shared communications folders, databases, or content libraries.
- Provide quick-turnaround support for simple campaign assets (e.g., event announcements, report promotions, partner highlights).
- Join brief check-in's with the communications lead or other relevant AN staff.



## Preferred Qualifications

- Experience with Canva, Notion, and Mailchimp is preferred, though similar platform experience, along with demonstrated ability to learn, is also welcome.
- Strong attention to detail for online design and content.
- A creative approach to digital communications, with an experimental attitude.
- Ability to work asynchronously and sensitively with a globally distributed team and network.
- Self-motivated, proactive, and comfortable managing your own deadlines.
- Fluent in English, both written and spoken. Other languages are an asset, especially Spanish.
- Ideally: Experience repurposing and simplifying technical or programmatic content.

## Key Information

**Contract dates:** January/February - December 2026, with a 60 day trial period.

**Reports to:** AN's Communications and Community Engagement Coordinator

**Location:** Remote

**Work hours:** Flexible depending on home location, though overlap with AN's Communications and Community Engagement Coordinator (located in CET) is a necessity.

**Time:** approximately 20-50 hours per quarter

**Compensation:** We invite candidates to share their hourly rate in their application.

**How to apply:** Submit a resume with a brief cover letter noting relevant experience and work style, a work sample, two references, and your hourly rate to [recruitment@accountablenow.org](mailto:recruitment@accountablenow.org).

Only candidates who submit complete applications will be considered. Strong candidates will be invited to a brief interview with the AN team. We regret that we are unable to provide feedback to all candidates.

## AN's Values and Commitment to Equity

Accountable Now is committed to ensuring a fair and equal recruitment process, including recruiting potential staff and contractors with varied backgrounds and experiences. We actively seek and welcome applications from individuals from communities and/or whose identities have historically been underrepresented, marginalized, and/or persecuted.

Accountable Now and its staff operate in line with the following organizational values:



- **Integrity:** We uphold ethical standards in everything we do, ensuring transparency, honesty, and accountability in all our interactions.
- **Humility:** We recognize that we don't have all the answers and are always open to learning from others. We embrace a culture of listening, reflection, and shared decision-making.
- **Inclusion:** We are committed to providing an inclusive space for all voices to be equally heard and raised to counter current power structures that privilege some voices over others.
- **Openness:** We are transparent in all our activities and practice an open culture of feedback between staff members regardless of their position and also externally with any other stakeholders of the organization.