



### *Communications Associate*

The Massachusetts Legal Assistance Corporation (MLAC) is accepting applications for a full-time **Communications Associate** to join the Communications Team, which promotes both MLAC's work as the largest funder of civil legal services in Massachusetts, and the work of the Massachusetts Equal Justice Coalition (EJC), a partnership of MLAC, the Massachusetts Bar Association, and the Boston Bar Association. Communications Team activities involve websites, the media, legislative materials, social media, annual reports, and more. MLAC is an exciting place to work with a diverse staff and inclusive workplace environment. We are located in a beautiful office space on Tremont Street near the Government Center in Boston. Currently MLAC follows a hybrid work schedule and requires all employees to live within a commutable distance to the Boston office.

#### **ABOUT MLAC**

The Massachusetts Legal Assistance Corporation is a non-profit organization established by the Commonwealth to ensure that people with low incomes with critical, non-criminal legal problems have access to legal information, advice, and representation. MLAC provides leadership and support for the continued improvement of legal aid to people with low incomes.

MLAC is **committed to diversity in its workforce**. A crucial part of MLAC's vision is ensuring diversity of staff and volunteers, as well as supporting cultural and linguistic competence, so our team is reflective of our grantee organizations and the clients they serve. Women, individuals with disabilities, LGBTQ individuals, people of color, and people who speak English as a second language are encouraged to apply. Learn more about us at [www.mlac.org](http://www.mlac.org).

#### **SUMMARY OF POSITION**

The Communications Associate reports to the Communications Director and is responsible for a wide variety of assignments including drafting materials for MLAC's budget campaign, editing and updating our websites, assisting with Communications-related support to legal aid organizations, creating posts for social media, and more.

#### **PRINCIPAL RESPONSIBILITIES**

- Draft and post content for two websites, MLAC.org and equaljusticecoalition.org. Add content to other MLAC-associated websites (including MassA2J.org) as needed
- Provide regular updates to social media accounts on Facebook, LinkedIn, X, and YouTube. Contribute to social media planning and strategy
- Write materials detailing the benefits of civil legal aid and describing MLAC's grants and work
- Draft letters and fact sheets to support MLAC's annual legislative campaign to secure state funding
- Assist with drafting newsletters and annual reports, including written descriptions and graphics

- Partner with other departments including Program Evaluation; the Equal Justice Coalition; and the Diversity, Equity and Inclusion team on projects as needed

## **BACKGROUND AND QUALIFICATIONS**

The ideal candidate will be a strong writer with digital media experience and a demonstrated commitment to social justice.

- Bachelor's or Associate degree and/or relevant work experience in the communications field
- Strong written and oral communications skills
- Organized and pays attention to detail
- Page layout and design skills; familiarity with Canva and design software such as InDesign, Adobe, or iMovie
- Web site content and design skills; familiarity with Word Press or other web content program
- Self-motivated
- Ability to work independently and in a team environment
- Demonstrated interest in serving the non-profit sector
- Proficiency with MS Office products, especially Microsoft Word, Excel, and Power Point
- Interest in new software and technologies
- Demonstrated ability to embrace a workplace culture that values diversity, equity and inclusion

## **BENEFITS**

MLAC offers competitive compensation and benefits, including:

- Salary range of \$50,000 to \$69,400 for this position, depending on experience
- Comprehensive health and dental insurance plans
- Generous paid sick and vacation time off, paid parental leave, 13 holidays, birthday off and increasing vacation time with tenure starting at 3 weeks of accrued vacation the first year
- Flexible work schedule
- 403(b) plan with current employer contribution of 13.5% of the employee's annual salary
- Flexible spending and dependent care tax free savings plan
- Generous annual professional development allowance

**To apply:** Candidates should submit a cover letter and a resume in PDF no later than Monday, February 17, 2025, to [hiring@mlac.org](mailto: hiring@mlac.org). **Incomplete applications will not be considered.** Please put the job title in the subject line of your email, and, in your cover letter, please mention where you saw this posting. Reasonable accommodation in the application process will be provided upon request. No phone calls, please.