



Communications & Marketing Associate

About the Massachusetts Service Alliance:

The Massachusetts Service Alliance (MSA), established in 1991, is a private, nonprofit organization that serves as the state commission on community service. Through service and volunteerism MSA builds a stronger social fabric in our communities across the Commonwealth. We are committed to increasing the number of people engaged in meaningful volunteer and corps-based opportunities across Massachusetts that are both fulfilling for the volunteers and that meet critical needs in our community. As a dedicated partner to community organizations throughout Massachusetts, we are attuned to critical areas of need—from education and workforce development to health and the environment—and utilize volunteerism and service to address those needs in order to make our Commonwealth stronger.

The Massachusetts Service Alliance is committed to a just, equitable, diverse, and inclusive work environment. We carry these beliefs into our grantmaking, recruitment and support of board and staff, and how we support the service and volunteerism field in Massachusetts. We invite you to read [MSA's Justice, Equity, Diversity, and Inclusion Guiding Statement](#).

We care passionately about service and volunteerism and our employees. For more information about our organization, visit www.mass-service.org.

Job Description Summary: Massachusetts Service Alliance is looking for an energetic and detail-oriented Communications & Marketing Associate with strong writing and social media skills to join and grow with the organization. The Associate will center justice, equity, diversity, and inclusion, in all marketing and communications efforts. The position requires a creative self-starter who is organized and can prioritize and manage multiple projects in a fast-paced environment. This position reports to the Director of Operations & External Affairs.

What you'll do:

- Work with the Director of Operations & External Affairs to create and implement a year-long marketing and communications strategy and plan.
- Oversee all content creation and messaging, and increase engagement across all digital platforms.
- Write and distribute content including but not limited to - newsletters, press releases, op-eds, social media, and email communications.
- Coordinate maintenance of website.
- Design, produce and manage all marketing materials i.e. fact sheets, annual report.
- Ensure consistency of messaging across all marketing and communications materials to support and strengthen MSA's brand.

What we're looking for:

- 2-4 years of relevant work experience; experience with mission-focused companies or organizations is preferred;
- Must be highly organized and able to multi-task and prioritize work, with careful attention to detail;
- Outstanding writing and editing skills;
- Proficiency in managing social media platforms;
- Familiarity with Constant Contact or similar email marketing tool;
- Graphic design skills- Canva preferred;
- Experience maintaining website content;
- Event planning and/or project management experience;
- Ability to work in a fast-paced, dynamic environment, and as a part of a team, taking on independent tasks and supporting team projects;
- Team player with a positive attitude;
- Personal experience with corps-based service as a member and/or program staff (i.e. AmeriCorps, AmeriCorps VISTA, Commonwealth Corps) is a plus; and
- A passion for service and volunteerism is a must!

Compensation and Benefits: Salary range is \$47,700 -- \$58,300 annually and is commensurate with experience. Comprehensive benefit package including health and dental insurance and 401K with employer match. Professional development and training provided to support learning and continuous improvement.

MSA has a 2 days in-office/3 days remote hybrid work policy with flexibility.

To apply, please complete this application form: <https://www.tfaforms.com/5021193>

Applications will be considered on a rolling basis, however, all interested applicants are encouraged to apply as soon as possible.

Massachusetts Service Alliance is committed to hiring practices that support the values of a diverse workplace and reflect the composition of the Massachusetts communities it serves. MSA is an equal opportunity employer and candidates from diverse backgrounds are strongly encouraged to apply. MSA does not discriminate against any employees or job applicants on the basis of any legally protected status, in accordance with applicable federal, state, and local laws. Reasonable accommodations available upon request.

Massachusetts Service Alliance participates in E-Verify. All newly-hired employees are queried through this electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify their identity and employment eligibility.

Massachusetts Service Alliance is a proud Employer of National Service. Currently, half of our staff are AmeriCorps, Commonwealth Corps, and Returned Peace Corps Volunteers. Individuals with service experience, such as Commonwealth Corps and AmeriCorps alumni, are highly encouraged to apply.

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