

Communications and Outreach Coordinator/Legal Services
for New COVID Eviction Legal Help Project

Deadline for Submission: *This is an immediate / fast-track hire.* Application materials will be reviewed and interviews will be scheduled on a rolling basis; interested and qualified candidates are strongly encouraged to submit their application materials as soon as possible.

The Position: The Massachusetts Law Reform Institute (MLRI) seeks a dynamic, creative communications and marketing professional to provide support and coordination for the COVID Eviction Legal Help Project (“CELH”), a new and innovative statewide initiative that will provide access to legal representation for low-income tenants and owners-occupants in eviction proceedings with the goal of stabilizing people’s housing. The Communications and Outreach Coordinator will report to MLRI’s CELH Project Director-Legal Services and will work with a team, including regional civil legal services providers and others, to design and implement an effective community outreach and education and communications strategy for the legal services component of this initiative.

About MLRI: Founded in 1968, MLRI is a nationally-recognized nonprofit poverty law and policy center that provides statewide advocacy and leadership in advancing laws, policies, and practices that secure economic, racial, and social justice for low-income people and communities. We pursue systems change through litigation, legislative and administrative advocacy, coalition building, community lawyering, and other strategies that address systemic harm to low-income people. MLRI is also the statewide multi-issue poverty law support center for the Massachusetts civil legal aid delivery system; our advocates provide substantive expertise and technical assistance to frontline legal aid field program advocates and to many other advocates and providers who serve low-income people and communities in Massachusetts. Visit www.mlri.org

About the Project: The **COVID Eviction Legal Help Project**, starting imminently, expands the capacity of existing legal aid organizations and pro bono resources in Massachusetts to respond to the increased eviction filings with the ending of the Massachusetts eviction moratorium. As part of the CELH Program teams of paralegals and lawyers will be hired by local legal aid programs and guided by a local supervising attorney to provide support and legal representation at different stages of the eviction process. MLRI will be responsible for implementation, support, outreach, trainings, and coordination of stakeholders for the legal services component of the project, including organizations providing pre-court housing stability support, courts, and community partners.

Job Responsibilities

- In collaboration with MLRI CELH project team and partners, develop and implement a coordinated statewide outreach plan
- Work with a web designer to design a public facing website for the project, regularly update content, and maintain the website.

- Develop regular e-alerts, fact sheets, press releases, graphics, and social media content to implement the outreach, community education, and communications plan
- Maintain email distribution list and develop clear channels of communication with all stakeholders and partners
- Design, write and edit community outreach and education materials and coordinate translation, printing, and distribution to community stakeholders and partners
- Assist in coordinating development of training videos for new lawyers and paralegals
- Produce stories on legal aid clients for use on the CELH website and other promotional materials by interviewing and photographing clients and their advocates to amplify the work of legal aid organizations
- Work with communication and outreach consultants that may be brought into support the project.
- Provide support with communications activities including website development, social media outreach, and creation of materials including flyers, and invitations.

Desired Experience & Qualifications

- Bachelor's degree required, communications or marketing degree strongly preferred
- Minimum 5 years experience in communications, marketing and community outreach
- Excellent written and oral communications skills
- Excellent organizational skills; ability to multi-task and manage multiple projects/deadlines
- Page layout and design skills; familiarity with design software (such as InDesign) required
- Technology and social media savvy with experience creating of infographics for social media and other electronic communications
- Ability to manage and update a Wordpress-based website
- Knowledge of MS Office, especially Microsoft Word, Excel, and Power Point
- Ability to speak Spanish strongly preferred
- Ability to work both independently and in a team environment
- Demonstrated experience working with legal aid, community groups, housing organizations and/or low-income and vulnerable communities

Position will be a temporary, full-time position until June 31, 2021, with the prospect of being extended through March 31, 2022 based on appropriation of funding. Competitive salary based on experience and generous benefits including health, dental, vision, life and disability insurance, 403(b) plan, as well as vacation, paid holidays, and family leave.

HOW TO APPLY: Please email a cover letter outlining experience and qualifications, a resume, and two writing samples to humanresources@mlri.org. No phone calls please.

MLRI's Commitment to Diversity, Equity and Inclusion

MLRI is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all members

of our community can thrive. We strongly encourage applications from people of color, immigrants, women, persons with disabilities, members of the LGBTQ community, people with lived experience of poverty and/or racism, and people from underrepresented and historically marginalized groups.

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