



## BEYOND LEGAL AID JOB OPENING:

### ***EVENTS & COMMUNICATIONS COORDINATOR***

Beyond Legal Aid (“Beyond”) uses its model, "community activism lawyering," to unite lawyers and activists to collaboratively ensure underserved communities successfully access justice and pursue social change. Through these partnerships, Beyond supports underserved communities to create their own community-located, community-operated, and community-directed “activism-law programs”. Beyond’s network of programs provide free legal services to community members and help our activist partners achieve broader social change. Through our work, Beyond also seeks to transform how the legal aid system operates.

Beyond is looking for an individual with events coordination and communications experience to serve as its Events & Communications Coordinator. Responsibilities would include, but are not limited to: planning, implementation and follow-up for special events, manage all aspects of volunteer committees and volunteer coordination, responsible for in-kind donation solicitations for each event, cultivate and expand sponsorship development and fulfillment, coordinate event logistics, write, submit and follow-up to ensure placement on media releases and stories to established contacts with local and regional media, and maintenance of the Beyond Legal Aid website.

Other key responsibilities include collaborating with relevant board committees on related projects, leading the generation of online content, manage all media contacts, track engagement of social media outreach over time, create awareness of all Beyond events, and perform other duties as assigned.

In addition to community organizing and communications experience, the ideal candidate should also possess strong writing, organizational skills, empathy, creativity, and the ability to meet deadlines while working independently. They must be prepared to work non-traditional hours—some evenings and the occasional weekend day—and in non-traditional, multiple locations; in exchange, they are afforded great flexibility in work schedule.

Beyond staff are unionized, and employment terms are set by a collective bargaining agreement, including a pay-scale based on experience. Benefits include medical and dental insurance, travel reimbursement, generous paid time off, and coverage of professional fees.

Beyond is an equal opportunity workplace and is committed to working closely and effectively with the communities that we serve. Individuals self-identifying as people of color, LGBTQI, immigrant, socio-economically diverse, persons with a disability, or as otherwise having backgrounds and experiences underrepresented in the legal profession are highly encouraged to apply.

This is a hybrid position, working from home most days while occasionally reporting in-person to the Beyond offices.

To apply, send a cover letter, resume, recent writing sample, and references to [hiring@beyondlegalaid.org](mailto:hiring@beyondlegalaid.org). Applications will be accepted until the position is filled.