



Communications Assistant

Ohio State Legal Services Association (OSLSA) is a three-part legal aid program headquartered in Columbus, Ohio. OSLSA's mission is to provide civil legal aid and advocacy to combat unfairness and injustice and to help people rise out of poverty.

OSLSA is actively seeking a professional, reliable and engaging Communications Assistant to join our Community Engagement and Pro Bono team. This is a new position created to support our existing communications program and meet growing organizational needs internally as well as in the community. This role requires exceptional writing skills, content development including for social media channels, and a strong familiarity and passion for our client community and community partners along with their connectivity to news, trends, and social media.

In this multifaceted role, you will assist the Communications Manager in planning, editing, preparing, and finalizing communication materials, including but not limited to social media posts, web content and newsletters, as well as client brochures, internal and external reports and fundraising documents.

Are You Someone Who:

- Appreciates the value of a well-written, regularly updated, and engaging website?
- Loves to craft hashtags and clever social media campaigns?
- Creates social media posts that get noticed?
- Spots typos and misspellings in casual reading?
- Comfortably relates and communicates with people whose backgrounds and lived experiences are different than your own?
- Meets challenges with resourcefulness?
- Strives for social media Likes and Shares?
- Generates creative ideas to approach day-to-day projects?
- Enjoys brainstorming ideas for engaging communications strategies and projects?
- Is dedicated to improving the lives of low-income individuals in our communities?
- Works well within in a collaborative, team-driven, and goal-based environment?

You Will:

- Support all areas of Communications across the program internally and externally with a focus on digital and social media among others
- Work closely and with cross-functional internal partners to ideate and tell client stories that can be shared across multiple platforms.
- Directly support the Development Department in fundraising campaigns, donor communications and other related outreach

- Coordinate communications strategies with time sensitive outreach as well as maintain and meet regular, daily communication needs
- Edit copy and manage content, graphics and general updates to websites
- Coordinate newsletters and maintain subscriber database
- Create social media content and posts as well as maintain a publishing schedule for Facebook, Twitter, Instagram and other social media platforms
- Draft press releases and distribute appropriately
- Proofread internal and external publications
- Create videos for social media and website with diverse stakeholders across the program and with community partners
- Monitor analytics and create reports detailing the impact and reach of communications effort, social media strategies and press outreach using Facebook insights, Google analytics and SEO among others
- Stay up to date on industry trends and make recommendations for adjustments to communications strategies and practices
- Coordinate meetings and community presentations
- Work with volunteers to support social media efforts

You Have:

- Relentless curiosity and a passion for storytelling across internal and external channels
- Demonstrated experience in communications, journalism, public relations or other related fields
- A positive attitude, go-getter mindset and drive to do things well
- Ability to anticipate needs and navigate problems with a creative, practical approach toward reaching successful resolution
- Demonstrated success and progressive responsibility in organizing and running social media channels
- High proficiency in proofreading skills
- Ability to prioritize workload to manage time, tasks and meet deadlines in a dynamic environment
- Proficient skills across the Microsoft Office Suite (Outlook, Excel, and PowerPoint) and familiarity with Constant Contact, WordPress, Hootsuite, Canva
- Demonstrated understanding of Facebook insights, Google analytics and SEO or similar
- Demonstrated ability to communicate, verbally and in writing, effectively with diverse audiences
- Ability to increase efficiencies in individual work and team processes
- Strong work ethic with an eye for detail
- Working knowledge of AP style
- High ability to exercise sound judgement and discretion
- Associate's or bachelor's degree preferred in the areas of communications, journalism, public relations, or related field. High school diploma or equivalent required.
- Prior Legal Aid or related work experience a plus, but not required
- Photography, videography or graphic design a plus, but not required

Other Details:

- It is the policy of OLSA not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, disability, age, ancestry, and military status or any other characteristic protected by law.
- This full-time position is based in Columbus, Ohio and reports to the Communications Manager. Some travel to the Courthouse, OLSA office locations and other offsite locations may be required at times.

- Salary range start at \$40,000 DOE and OSLSA offers an excellent comprehensive benefits package, paid time off, and ongoing training and development opportunities.

To Apply:

Submit resume, writing sample, references and letter of interest to employment@oslsa.org with Communications Assistant in the subject line.

In your cover letter, please address the following in order for your application to be considered: OSLSA's clientele is diverse, and all of our clients are low income. To ensure that our program is best serving our communities, OSLSA strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our clients, OSLSA is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including People of Color and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.