

## **Communications & Outreach Coordinator**

**Philadelphia Lawyers for Social Equity (PLSE)** is a 501(c)(3) nonprofit legal aid organization. PLSE's mission is to work toward just outcomes for low-income individuals who have had contact with the Pennsylvania criminal justice system. Through individual representation, strategic litigation, community education, research, and legislative advocacy, PLSE advocates for a more equitable social environment for those with criminal records, including expanding access to employment and social services.

PLSE is seeking a part-time Communications & Outreach Coordinator to oversee its various outreach projects, including the creation, dissemination and updating of outreach materials. Since its founding, PLSE has depended upon community input to drive its work. Although PLSE serves over 1,500 clients annually, it is only a small fraction of individuals estimated to have criminal records in Philadelphia. Over the last three years, PLSE has been leading an innovative outreach strategy that recruits former clients to volunteer and inform its program development, and to work through existing community organizations to deliver information and coaching ("Pardon Hubs") to individuals considering applying for a pardon. Through direct outreach work with community partners and communities affected by criminal records, PLSE's goal is to demystify the expungement and pardon process, thereby making it more accessible, and to reform the governmental system by which applications for clemency are received, processed and determined. This position reports directly to the Executive Director.

### **Responsibilities will include**

- Meeting with partner organizations to build a network of referral options and resources
- Attending and engaging in community meetings
- Learning and reporting what community needs are in regards to criminal records
- Providing training to organizations, their staff and volunteers, on criminal records, expungements and pardons
- Strategizing new contacts for Pardon Hubs and expungement clinics
- Managing the community organizing fellowship program
- Writing and disseminating the newsletter via Constant Contact
- Supporting with grant writing and reporting efforts

### **Qualifications**

- Bachelor's degree required
- Excellent writing/communication skills
- Demonstrated ability to work well as part of a team
- Strong interest in community organizing and social justice required
- Experience with volunteer management preferred
- Must be able to travel and attend evening meetings

**Salary and Benefits:** Salary will be commensurate with years of relevant experience. Temporary employees are not eligible for benefits.

**To Apply:** Applications will be considered on a rolling basis. Please submit questions and applications to Katherine Zuk, Director of Communications and Outreach, [zuk@plsephilly.org](mailto:zuk@plsephilly.org).

Please include a cover letter and resume. PLSE values a diverse work environment. PLSE invites all applicants to include in their cover letter a statement about how their unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and the services we provide to impacted communities.

**Philadelphia Lawyers for Social Equity is an equal opportunity employer.** PLSE does not discriminate in the selection of employees on the basis of race, color, religion, gender, sexual orientation, sexual identity, genetics, age, national origin, disability, or veteran status. In addition to federal law requirements, PLSE complies with all applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, leaves of absence, compensation and training.