

## **Job posting for a Communications Coordinator at MLSC**

The Muslim Legal Support Centre (MLSC) was initiated by the Canadian Muslim Lawyers Association (CMLA) in 2018 in recognition of the lack of culturally competent legal services accessible to the Muslim community.

MLSC is currently looking for a part-time Communications Coordinator to assist the Centre with its communication functions. The ideal Coordinator would have advanced communication skills and a good understanding of Muslim communities and the challenges and needs of Muslim clients.

The Communications Coordinator should have strong written and verbal communication skills and be proficient in using social media and online platforms such as Twitter, Facebook, Instagram, LinkedIn, Canva, and Wix.

### **Terms of employment**

This is a 6-month contract for a part-time position of 15 hours per week at \$20.00 per hour. The Communications Coordinator is expected to work from home within a remote/virtual setting until further notice. MLSC promotes flexible working hours as part of the organizational growth, by encouraging work-life balance, and higher job satisfaction. However, the scheduling of staff hours will be subject to negotiation with the Director and any extension of employment beyond 6 months is subject to funding.

### **Duties/responsibilities for the Communications Coordinator:**

#### **Communication**

- Create promotional materials, and web-content and respond to social media/other inquiries in a timely manner
- Support clinic communication functions by contributing to communication needs and solutions
- Copy edit communication materials and respond to stakeholder concerns in conjunction with the Clinic Director
- Tweak or improve communication tools to support the MLSC
- Create templates to facilitate clinic communication
- Participate in MLSC team activities and perform duties as assigned

#### **Public Legal Education (PLE)**

- Support the organizing and promotion of clinic and PLE events for MLSC in a culturally competent fashion
- Develop relationship with PLE resources, help create information resource/educational tools and promote events through strategic outlets
- Coordinate with strategic MLSC stakeholders to coordinate PLE/information sessions

#### **Other**

Perform duties as assigned.

#### **Qualifications/Experience:**

- Experience in creating communication materials and experienced in social media and other online platforms
- Experience in legal service setting or non-profit environment
- Knowledge of the needs and legal issues faced by Muslims in Ontario
- A commitment to social justice

- Committed to a culturally competent service delivery approach
- Demonstrated capacity to use online video conferencing and cloud software
- Good time management and organizational skills
- Team player with interpersonal skills
- Flexible, accommodating and detail-oriented
- Intake experience considered an asset

All interested candidates are requested to contact the MLSC with an expression of interest, three professional references and resume in one document - not more than 4 pages (word or pdf) to [mlsc.coordination@gmail.com](mailto:mlsc.coordination@gmail.com) by Friday, October 15, 2021. Please indicate 'Communications Coordinator' in the subject line when the job application is submitted.

We thank all applicants for their interest however only those selected for an interview will be contacted. MLSC welcomes applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*. Lived experience and intersectional identities are merit factors for hiring for this position.

We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Occupational Health and Safety Act*, and all other applicable legislation. We will provide accommodation during the hiring process upon request. Information received relating to accommodation measures will be addressed confidentially.

