



Muslim Justice League - Communications Coordinator

Muslim Justice League is hiring for a communications coordinator who will support communications across our organizing, political education, and fundraising. The ideal candidate has experience in communications, familiarity with the issues we focus on, and is excited about MJL's mission.

Muslim Justice League (MJL) is a 501(c)(3) non-profit that organizes and advocates for communities whose rights are threatened under the national security complex. MJL was founded on the principles that discrimination towards any group endangers the rights of all and that Muslim advocacy is an essential force for promoting justice. Led by Muslims, our organizing brings justice for ALL communities deemed "suspect." MJL's organizing centers communities who are heavily impacted by surveillance and policing in the US. We are a local organization focused on Greater Boston and Massachusetts, with some national organizing as well.

Position Summary

The Communications Coordinator will lead communications in three major areas: political education materials, communication channels, and fundraising. They will also support additional projects, campaigns, and events working closely with all of our staff, and engaging funders, members, and our broader community.

The role requires a strong understanding of MJL's core issues - policing, surveillance, and criminalization - with powerful narrative building skills. This position is a great fit for someone with some communications experience who would like to grow your skills, expand your fundraising skills, and find a long term political home. This position reports to the Executive Director, and works closely with other staff, many partner organizations, and community members.

Key Responsibilities:

- Political Education Materials
 - Support and participate in research and analysis projects culminating in creation of engaging reports and other interactive materials (e.g. infographics, zines, videos)
 - Coordinate workshop and political education materials across staff
 - Support staff in creating engaging content, workshops, and written materials
- Communications
 - Coordinate communication channels including email and social media platforms (MailChimp, Instagram, Twitter, Facebook, LinkTree)
 - Create regular content for all communication platforms
 - Maintain and regularly update MJL's website
 - Support documentation management and communication security practices
 - Stay up to date on trends in MJL's issue areas
- Fundraising
 - Lead donor communications including appeals, stewardship, and other materials



- Support Executive Director with grant opportunities and writing
- Support board and staff on fundraising communications and events
- Lead additional fundraising initiatives

Team Responsibilities:

- Coordinate your campaigns and projects with MJL's broader work and vision.
- Support and co-lead workshops, events, and other projects as assigned.
- Create or provide content from your work for MJL communications like social media updates, email blasts, board reports, and other communications.
- Support members, volunteers, interns, and/or fellows with their leadership development, advising on their projects, and assisting them as needed.

The ideal candidate for this position is passionate about MJL's mission and values; has experience with communications and/or fundraising; and is excited to be part of a collaborative and strong team of organizers. You are emotionally adept, driven, and able to lead multiple projects simultaneously. You are familiar with the issues that are central to MJL's work and are aligned with our values.

Desired skills and experience include:

- At least two years in communications, community organizing, and/or fundraising.
- Excellent communications skills, both written and verbal
- Ability to communicate in a variety of formats and for different audiences (e.g. advocacy materials and reports, grant writing, workshops for community members)
- Ability to build narratives and messaging that is clear, concise, and accessible
- Familiarity with MJL's core issues (policing, criminalization, surveillance, etc)
- Experience with creating and maintaining websites, especially with Wordpress
- Experience with platforms like Mailchimp, Instagram, Twitter, and Canva
- Strong critical thinking and problem solving skills
- Understanding of design and able to create graphics and layout reports and other materials
- Growth mindset and openness to feedback
- Effective time management skills, including prioritizing and managing multiple tasks, with light supervision
- Demonstrated commitment to social justice and alignment with MJL values
- Willingness to work evenings and/or weekends as needed

Location: You would need to live in the greater Boston area and would be expected to work in our office in Boston. Given COVID-19, you likely would begin this position working on a hybrid (remote and in office) schedule until we're fully back to in-person work.

Salary and benefits: \$50,000 annual salary and \$450/month towards health insurance. We offer 25 paid days off per year, all [Massachusetts holidays](#) (12), and 2 holiday days of your choosing. This position is a



full-time 40 hours/week position and requires evening and weekend flexibility. While you will need to work some evenings and weekends, we urge staff to work no more than 40 hours per week.

MJL is committed to professional development and supporting team members with regular feedback. New staff receive 3 month and 6 month reviews leading up to their first annual review. We are looking for team-oriented and growth-minded staff.

To apply: Please send your resume, references, and a cover letter in PDF format to jobs@muslimjusticeleague.org. In your cover letter, please address your interest in MJL's mission and make the case for the relevance of your experience to this position. Applications will be reviewed on a rolling basis with priority given to those received by August 1, 2022 (but the position will remain open until filled).

MJL is an equal opportunity employer committed to nondiscrimination -- in hiring decisions and the work environment -- on the basis of race, color, religion, sect, sex (including pregnancy and gender identity), sexual orientation, national origin, disability, genetic information and all other classifications protected by law.