

**Action for Equity**  
**Communicator—Part-time or Contract**  
**January 2, 2021**

**Action for Equity** is looking to add a Communicator, preferably a person of color, averaging about a day a week over the next year. We would consider hiring a part-time staff person at \$25-\$32/hr or establishing a contract with an individual or a firm.

**Who is Action for Equity?** We are the leading coalition focused on racial and class equity in housing, transit and jobs in the Greater Boston area. We are led primarily by people of color. Take a look at [action4equity.org](http://action4equity.org).

**Why is this an opportunity for you?** Want to join in the fight against displacement in our communities of color? Want our residents to have access to Greater Boston's good jobs, in spite of hundreds of years of exclusion baked into the labor market? Come be part of our fight.

### **Communicator Responsibilities**

The Communicator will have responsibilities for both internal and external communications, as well as helping to shape our communications strategy and teaching others to do some of the routine communications tasks.

External communications include:

- Updating our website at least monthly
- Establishing a social media program including: maintaining a Facebook page, routine tweets at events, and teaching others to do this work
- Helping to shape reports and public statements
- Establishing a media list and media outreach format
- Emails blasts several times a month
- Helping to shape an overall image through an external communications practice

Internal communications include:

- Monthly communications to member organizations including steering committee updates
- Campaign information and other updates for member organizations shaped to be shared with their members

Particularly at the beginning, this person will need to meet our members and learn about our fights by joining in our actions. Over time, the Communicator will take on more basic content creation, but at the beginning, others will provide content support.

Because time is so limited, in addition to taking on direct work, we hope this person will also teach others to support our new social media program including taking pictures and tweeting so more events can be covered.

### **Communicator Skills, Experience, and Commitment**

- Demonstrated communications expertise including basic website updating, social media, and media outreach—have a portfolio of work to review.
- Solid on follow-through and good interpersonal communication, particularly when there are issues.
- Comfortable in bringing your cultural background to bear in a multi-cultural environment.
- Careful in following approval processes for external communications, especially while still learning the organization. But also creative in shaping that communication.

**Want to be part of shaping a more equitable future?** Send an email with resume to Marvin Martin, Executive Director, [marvinaction@hotmail.com](mailto:marvinaction@hotmail.com)