



Greater Bakersfield Legal Assistance Inc.

Job Announcement

JOB TITLE: Legal Outreach Associate
CLASSIFICATION: Full Time, Non-Exempt
DEPARTMENT: Mobile Home Advocacy Project (MAP)
SUPERVISOR: Project Attorney

GENERAL JOB DESCRIPTION

The Legal Outreach Associate is the liaison between GBLA and residents who reside in mobile homes within Kern County. This position is responsible for creating and maintaining social media content, presenting workshops to the public, and be physically present in the community in order to support the Mobile Home Advocacy Project.

The goal of this role is to inform the community about the Mobile Home Advocacy Project and provide advocacy and referrals to the Project Attorney.

This project aims to increase awareness of the rights residents who reside in mobile homes have and strive to prevent them from becoming homeless. To accomplish the goals set forth for this project, the Legal Outreach Associate will present in-person and virtual workshops to residents and to other stakeholders who provide services to the low-income community within Kern County

This outreach role includes, but is not limited to distributing flyers outlining the rights of mobile home residents in common areas of mobile home parks such as bulletin boards and nearby places frequented by residents. Therefore, the Associate should be willing and excited to be out in the community. With the ultimate goal of outreach and education, the Associate must be able to quantify their efforts and communicate this data to the Project Attorney.

Due to changing program expectations and /or change in agency policy, the Legal Outreach Associate may be expected to perform other duties as assigned.

QUALIFICATIONS

The Legal Outreach Associate will need to possess the ability to work independently as well as support team efforts, efficiently strategize and plan projects promptly, and consistently meet Mobilehome Advocacy Project grant deliverables and reporting requirements. The ideal candidate must be able to interact with our client population in a kind, professional and appropriate manner.

- Bachelor's degree in communications, marketing, public relations or related field
- Minimum of three years' experience in marketing, communication, and/or public relations with demonstrated success, preferably in the not-for-profit or association sector
- Ability assist with the creation of a budget, and stay within the budget guidelines
- Ability to work well independently and in a collaborative team environment, with both internal and external partners
- Excellent writing, interpersonal and presentation skills

- Experience in making presentations and public speaking
- Bilingual (English/Spanish) preferred, but not required
- Ability to network and develop community partnerships
- Experience utilizing Microsoft Office Programs, Social Media, and web-based programs
- Interest and ability to work with persons of different backgrounds
- Demonstrated experience in the design and execution of marketing, communications and public relations activities
- Willing to travel throughout the Kern County Area as required
- Possession of a valid California Motor Vehicle Driver's License and valid Vehicle Insurance.

COMPENSATION

Salary will be commensurate with qualifications and experience. GBLA offers a generous benefits package, a 37.5-hour workweek, paid sick and vacation leave. 100% employer-paid medical premium for employee (dependent coverage optional though a Sec 125 plan paid by employee) 100% employer-paid premium dental and life insurance for employee and dependents. 100% employer-paid long/short term disability for employee. The employee also has the option to participate in a 403(b) retirement plan, employee-only contributions.

HOW TO APPLY

Email your cover letter detailing your interest in the position, resume, professional writing sample and three professional references to recruitment@gbla.org

Cover letter and resumes are reviewed upon receipt and qualified applications will be invited to an interview. Resumes will be accepted until the position has been filled.