



Communications and Administrative Coordinator

The [Connecticut Bar Foundation](#) (CBF), the primary funder of civil legal aid services in Connecticut, seeks applications for a dynamic and proactive Communications and Administrative Support Coordinator (Coordinator) to join our team. This individual will support CBF's communications efforts, including social media management, and provide administrative support to the Grants & Program Administration Manager. The ideal candidate will have a passion for social justice, diversity, and supporting Connecticut's civil legal aid services.

OUR MISSION:

We are a committed and diverse group of professionals who are passionate about bridging the civil legal access to justice gap for Connecticut residents experiencing low-income. Our mission is to facilitate systemic change that advances civil justice for all, regardless of power or resources, to achieve a more just and equitable society. Our organization strives to be (1) a trusted voice and strategic steward of funding (2) a leader in building a stronger civil legal aid system, and (3) a convener of legal professionals and community advocates.

WHAT WE DO:

We work together to achieve our mission by:

- Administering grant funding to support access to civil legal aid services for those who cannot afford private counsel,
- Funding scholarships, based on financial need, for Connecticut students attending law schools in the state, and
- Developing and overseeing programs to enhance the understanding and improvement of the law and legal institutions.

JOB DESCRIPTION:

As the CBF continues to deepen its impact, we are looking for a passionate, mission-aligned Communications and Administrative Coordinator to assist with communications, social media and provide administrative support to the grants department. This role will involve developing and implementing communications and social media strategies to enhance engagement and supporting the administration of CBF's grant programs.

DUTIES AND RESPONSIBILITIES:

Communications/Social Media

- Assist the Executive Director in developing and implementing a comprehensive communications and social media strategy to enhance CBF's engagement and visibility in the community.

- Create and schedule content for CBF's social media platforms, with a focus on LinkedIn, to increase engagement with key stakeholders, including the legal community and public.
- Monitor social media trends and adjust strategies to stay current with best practices.
- Track social media metrics to measure and report on the effectiveness of campaigns.
- Collaborate with team members to create engaging content that aligns with the Foundation's mission and values.

Administration Support

- Manage the Grants Department calendar, ensuring deadlines and key events are up-to-date and communicated effectively.
- Coordinate communications to CBF grantees, including sending notifications and updates.
- Collect, organize, and maintain grantee reports and records.
- Provide administrative support to the Grants & Program Administration Manager, including scheduling meetings, preparing materials, and tracking program activities.
- Assist with other program-related administrative tasks as needed.

KEY SKILLS AND ABILITIES:

- Familiarity with all social media platforms, especially LinkedIn. Understand how to measure metrics and effectiveness of social media campaigns.
- Experience building brand clarity and cohesive brand strategy; building awareness and relationships with various stakeholders.
- Proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity, and inclusion.
- Commitment to the Foundation's values of accountability, collaboration, community, racial justice, and trust.
- Results oriented with superior skills in organization, planning, and attention to detail.
- Creative thinker with excellent analytical, problem-solving and customer service skills.
- Strong communication, written and verbal and interpersonal skills.
- Proactive, self-directed, and reliable.
- High sense of integrity, honesty, and ethics.
- Flexible, responsive, and collaborative work style with a strong service mentality.
- Proficiency with Microsoft Office suite, including Word and Excel.

QUALIFICATIONS OF THE IDEAL CANDIDATE:

Required Education and Experience:

- Minimum bachelor's degree in communications/marketing or related discipline, and at least two years related experience, preferably in a non-profit environment.
- Successful track record in creating communications and social media strategies.

Preferred Education, Experience, and Skills:

No candidate is expected to have all the preferred qualifications listed below. However, candidates with one or more of the following are strongly encouraged to apply.

- Experience in the nonprofit sector, philanthropy, interaction with lawyers (especially those serving low-income clients), and/or government agencies.
- Demonstrated understanding of the impact of race, bias, discrimination, and differential treatment of communities disproportionately composed of Black, Indigenous, and people of color, individuals who identify as LGBTQ+, individuals with disabilities, immigrants, limited English-speaking persons, and others who have been historically marginalized in rental housing markets and in the law and justice system.
- Knowledge and understanding of civil legal aid, courts and legal systems, landlord-tenant law and/or civil restraining order application process.
- Excellent listening and facilitation skills, excellent oral and written communication skills; attention to detail and accuracy.
- Experience with or ability to quickly master relevant software and platforms.
- Ability to contribute to a supportive and engaged office culture; willingness to pitch in as needed; keeping a sense of humor in times of stress.

COMPENSATION AND BENEFITS:

Salary range \$50,000 - \$55,000. Free parking. Hybrid/remote position. Competitive benefits package including 13 paid holidays, up to 200 hours accrued paid time off, 100% employer paid medical, dental, vision and partial employer paid dependent coverage, life insurance, and retirement savings plan.

TO APPLY:

Please email your complete application (combined into one .pdf) to apply@ctbarfdn.org including your resume and a cover letter describing your interest, relevant qualifications, experience, and where you heard of the position. Please include “Communications and Administrative Coordinator” in the subject line of the email.

Applications will be considered on a rolling basis. Due to the pace of the search, interested applicants are encouraged to apply as soon as possible. Please be prepared to share a professional writing sample and the names of 3 references. Incomplete applications will not be considered.

The Connecticut Bar Foundation is proud to be an Equal Opportunity Employer, and is committed to hiring processes, an internal culture and delivery of services that further the values of diversity, equity, and inclusion.