



*Keeping people in their homes and community, since 1977!*

**Position Title:** Communications and Administrative Support Fellow

**Job Type:** Part-Time (10-15 hours/wk)

**Salary:** \$20/hour, Part-time staff members may be eligible for certain benefits.

**Description:**

Good Old Lower East Side is a community based organization dedicated to keeping people in their homes and community since 1977. GOLES works to build the power of low-income residents through housing and economic justice organizing campaigns, community education, and direct services counseling. We are seeking a LES community member to work as a communications and administrative fellow to support our organizational strategy under the supervision of the Director of Strategic Initiatives.

This is a year-long position partnered with a training program focused on developing the skills of NYC residents who have a relationship to the Lower East Side. This is an entry-level position, no experience necessary.

**Specific Responsibilities and Duties:**

- Develop draft outreach materials for key issues and activities (flyers, social media graphics, one-pagers etc.)
- Build out a repository of social media content
- Maintain social media tracker to track performance metrics
- Take photos at GOLES events and activities and manage photo library
- Attend events alongside GOLES staff as assigned to accurately capture the work
- Support the distribution of outreach materials on key issues through tabling, phone-banking, flyering, door-knocking, and mailings as necessary
- Attend regular trainings to develop organizing skills and build political education knowledge
- Manage, clean, and update the GOLES press and mailing lists
- Support GOLES staff in creating and formatting various communications materials
- Produce regular digital and paper newsletters
- Work with supervisor and Executive Team to create internal training guides
- Additional organizational projects as necessary and assigned by your supervisor

**Qualifications:**

- Commitment to social justice
- Comfortable working with low-income populations, including door-to-door, phone, and street outreach
- Experience working with racially and culturally diverse communities
- Interest in communications or non-profit management experience



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- A sense of creativity
- Must have intermediate computer and writing skills with an attention to detail
- Have a relationship to the Lower East Side community
- Ability to stick to deadlines with good problem solving skills
- Ability to work evenings and weekends, lift 10 pounds, and be on your feet for hours at a time
- Bilingual in Spanish or Chinese preferred

To apply for this position, please fill out [this application](#) and send your resume to [elyse@goles.org](mailto:elyse@goles.org) and be prepared to have two references, one personal and one professional. GOLES will respond ONLY to eligible applicants who have submitted all materials. Please do not call or email to inquire about your application status. GOLES is an equal opportunity employer.