

JOB ANNOUNCEMENT

HEIRS' PROPERTY OUTREACH LIAISON

The Mississippi Center for Justice ("MCJ") seeks an Outreach Liaison. The Outreach Liaison will work as part of the Heirs' Property Campaign in support of MCJ's legal and policy advocacy.

MCJ is a nonprofit, public interest law firm committed to advancing racial, social, and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

Position Summary

As a full-time employee based in Jackson, Mississippi and reporting to the Director of MCJ's Heirs' Property Campaign, the Outreach Liaison will perform such duties as: 1) community outreach and education; 2) scheduling and coordinating of outreach events; 3) planning and implementation of outreach events, 4) all duties essential to the success of the Heirs' Property Campaign's outreach efforts. The position requires full participation in community outreach efforts and events, which may include occasional evening and weekend work.

Job Responsibilities

The Outreach Liaison's duties will include the following:

- Work as a team member with the forestry department and legal staff to meet the grant goals and objectives.
- Continually broaden expertise in the area of outreach development.
- Assist in maintaining the calendar of outreach activities, including community events, workshops, appearances and other communication opportunities.
- Schedule regular outreach events in the community and educate employees on outreach responsibility within assigned counties.
- Support collaboration with community relationships to strengthen and expand the representation in assigned counties.
- Attend and provide support at necessary workshops, training, and events.
- Assist in the development of marketing and media materials for outreach events and/or social media.
- Help plan, coordinate, and execute in the organization of special events for the heirs' property campaign

- Provide timely reports as required by the Director of the Heirs' Property Campaign such as data entry into CLIO and/or similar case management software, filing of attendance sheets; generating letters to seminar attendees and providing additional information requested by attendees, and
- Additional duties as assigned or requested by Director of the Heirs' Property Campaign.

Qualifications

- Must possess a Bachelor's degree with at least two (2) years of community outreach, communications/marketing, and/or related nonprofit work;
- Excellent written, interpersonal, and verbal communications skills;
- Excellent organizational skills, detailed-oriented, and strong time-management skills;
- Self-starter who is able to multi-task and meet deadlines;
- Ability to work independently and also within a team;
- Exercises good judgment in following MCJ's standards and does not deviate from the standards;
- Ability to participate in training courses in order to expand knowledge in the area of duties and responsibilities, and to learn the laws and regulations relative to forestry, heirs' property, real property, and estates;
- Proficient in Microsoft Word, familiar with Microsoft Office Suite; and
- Commitment to fiscal responsibility and MCJ's racial, social, and economic justice mission.

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life, and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

To Apply: Please send a brief letter of interest and a resume to:

Andrea' Barnes, Director of the Heirs' Property Campaign
abarnes@mscenterforjustice.org

Please, no telephone inquiries.

The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.