



**National
Consumer Law
Center**

*Fighting Together
for Economic Justice*

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NCLC.ORG

Digital Content & Operations Assistant

The National Consumer Law Center® is seeking a **Digital Content & Operations Assistant** in our Boston headquarters office. The Digital Content & Operations Assistant will provide administrative and technical support to attorneys and other staff. This is a full time position.

Founded in 1969, the National Consumer Law Center® (NCLC) is a nonprofit, public interest advocacy organization that seeks to build economic security and family wealth for low-income and other economically disadvantaged Americans. NCLC is a leading source of legal and public policy expertise on consumer issues for lawyers, federal and state policymakers, consumer advocates, journalists, and front-line service providers. For more information, please see our website at www.nclc.org.

RESPONSIBILITIES:

- Uploading website content (pages, articles, graphics, PDFs, video/audio files)
- Designing, editing, and production of documents and reports in digital and print format
- Designing PowerPoint presentations, user guides, and various internal and external communications
- Creating complex spreadsheets, charts, diagrams, and infographics
- Creating fill-in forms in Adobe Acrobat, surveys in SurveyMonkey
- Helping users with software problems

QUALIFICATIONS:

- Bachelor's degree OR
- Equivalent combination of education and work experience
- One year of related professional experience required; two years of related experience preferred
- Experience with WordPress, Drupal or similar content management platforms
- Extensive experience with Microsoft Office, Google Apps, Adobe InDesign and Photoshop
- Knowledge of HTML
- Must enjoy working as part of a team, be willing to change with the needs of the work environment or take on additional responsibilities
- Excellent verbal and communications skills
- Strong attention to detail
- Ability to identify and troubleshoot problems with office applications

To apply, email your resume and cover letter to careers@nclc.org, Subject Line: Digital Content & Operations Assistant. No phone calls, please.

Position open until filled but applications are encouraged by January 12, 2020.

Salary and benefits: \$40,000-\$50,000 annual starting salary, commensurate with experience.

NCLC offers an outstanding benefits package that includes employer paid medical, dental, life and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity, and generous paid time off including holidays, sick time, personal time, parental leave, and 3 weeks of vacation per year.

The National Consumer Law Center is an Equal Opportunity and Affirmative Action Employer, and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability or veteran status, or to other non-work-related factors.