



**National
Consumer Law
Center**

*Fighting Together
for Economic Justice*

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NCLC.ORG

Digital Content Associate

The National Consumer Law Center® (NCLC) is seeking a **Digital Content Associate** to join our talented operations, administration & IT team. The Digital Content Associate will provide administrative, technical and digital support to NCLC staff. In addition to supporting the Operations team with daily requirements, this position collaborates with Communications and Advocacy staff to maintain the NCLC website and format reports produced. This is a full time position.

At this time, NCLC is operating in a hybrid work environment. This position is currently expected to work in the Boston Office 3 days per week and from home 2 days per week, subject to change.

Founded in 1969, 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:

- Create and update HTML pages and upload PDFs, images, video and audio files to NCLC's website.
- Provide assistance with software issues with Google Applications, Microsoft Office and Adobe Suite; train and support other staff on tools within Google Workspace
- Provide administrative and technical support to NCLC events including webinars and conferences
- Format documents, reports, and issue briefs in Word and Google Docs
- Create charts, diagrams, infographics, PowerPoints, user guides, etc utilizing a variety of software programs including Google, Office and Adobe products.
- Collaborate closely with Communications team to create graphics & video content and to maintain consistent branding on all NCLC materials
- Provide general administrative support under the guidance of the Operations Manager

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
- Excellent written and verbal communication skills
- Experience with WordPress or similar content management platforms
- Strong problem solving skills
- Extensive experience with Microsoft Office, Google Apps, Adobe InDesign and Photoshop
- Knowledge of HTML
- Ability to work independently and collaboratively
- Demonstrated commitment to working on behalf of disadvantaged individuals and communities

To apply, email your resume and cover letter to careers@nclc.org, Subject Line: Digital Content Associate, and complete the online employment application.

<https://forms.gle/ya8sFXEBXiYY9zcf7>

This position will remain open until filled.

Salary and benefits: \$48,000-\$58,000 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, paid parental leave, and 3 weeks of vacation per year.

For more information, visit <https://www.nclc.org/get-involved/careers/>

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.