



OPEN POSITION FOR PART-TIME COMMUNICATIONS ASSISTANT

ABOUT LAAL:

Laal is a 501(c)3 nonprofit organization dedicated to the well-being and movement building of Bengali/Bangladeshi womxn from the Bronx. We envision Bangladeshi womxn breaking generational cycles of poverty and trauma, advocating for change, and building sustainable, joyful communities.

ABOUT THE POSITION:

Laal seeks a part-time Communications Assistant who has prior experience in Social Media Management, content creation, photography & videography, social media statistical & algorithm analysis, and or marketing.

RESPONSIBILITIES:

- Capturing photo and video content at headquarters for our social media accounts
- Overseeing, monitoring, and posting on Laal's social media platforms
- Analyzing social media metrics & adapting marketing strategies to them
- Assisting the Communications Department as needed

REQUIREMENTS:

Bachelor's Degree in marketing, and communications, photography, video production, or other relevant fields. Two years of experience in the aforementioned skills. This position is in-person and applicants must be Bronx or NYC based.

PHYSICAL REQUIREMENTS: This position required the ability to stand, stoop, kneel, crouch, bend, walk, talk, and lift 15 lbs at a time.

SALARY RANGE:

The part-time Communications Assistant position is for 15-20 hours a week at \$20 - \$30/hr depending on experience. The position will begin work in May 2023.

Laal is an Equal Opportunity Employer. Applicants will be considered for employment without considering race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

TO APPLY, SEND YOUR RESUME & COVER LETTER TO

INFO@LAALNYC.ORG