



Hyde Square Task Force (HSTF) is an award-winning youth development organization based in the Hyde–Jackson Square area of Jamaica Plain, now known as Boston’s Latin Quarter. Founded in 1991, HSTF now engages more than 700 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. During our 28-year history, we have come to believe that communities are strongest when they create the conditions that youth need to succeed and thrive. As a result, our mission is to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

Position/title: The Communications Associate reports directly to the Director of Development and Communications. This is a contracted position of 15-20 hours/week (excluding certain holidays and organizational breaks). This position will begin remotely and may transition to some in-person hours over the next year. Specific weekly schedule is flexible.

Job summary: The Communications Associate will support the implementation of HSTF’s communications strategies, with a focus on targeted outreach to key constituencies: donors, participants (primarily youth), families, partners, and other community members. Working closely with the Director of Development & Communications, the Communications Associate will create content specific to these constituencies, mostly electronically via email, website, social media, and other organizational platforms. The Communications Associate will also support the maintenance of a strong, consistent brand for HSTF, both visually and through language.

Communications Strategy and Branding

- Support execution of HSTF’s communication strategy, working closely with Director of Development & Communications.
- Create and implement customized communication strategies focused on HSTF’s various key constituencies including youth, families, donors, and other community members, across various platforms including social media, organizational emails via Bloomerang, website updates, and job/event postings.
- Maintain external communications through updating HSTF’s website, organizational emails via Bloomerang, social media posts, press releases, and other content.

Communications Materials

- Design communications materials for select organizational events, programs, activities, or other general needs (primarily digital). Examples include digital event flyers, emails, program books, appeals, invitations, newsletters, annual reports, and other miscellaneous items.
- Draft text content for these materials as needed that targets the audience(s) specifically.

Administrative and Organizational Responsibilities

- As needed, post HSTF job openings to HSTF website, Idealist, and other relevant sites.
- Support development and communications team members and other staff members in achieving department and organizational goals.
- Play a role in fundraising and communications activities as assigned and self-identified - supporting events, projects, and all hands on deck activities.

Qualifications:

- Interest in nonprofit communications and marketing.
- Communications degree preferred (or degree in process).
- Written fluency in Spanish preferred.
- Reliable and responsible.
- Demonstrated ability to successfully work and communicate effectively and respectfully with youth and adults of all cultural and socioeconomic backgrounds.
- Successfully pass CORI and SORI background checks.
- Must be flexible, organized, collaborative, and creative.

Pay Rate: Hourly wage of \$18-\$22/hour. No benefits. Interested candidates must be authorized to work legally in the United States.

How to apply: Candidates should submit their resume and cover letter to communicationsassociate@hidesquare.org. **No walk-ins or phone calls please.**

Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.