



**POSITION ANNOUNCEMENT**

<b>POSITION:</b> Web Content Editor & Writer (LRI)	<b>POSTING NO:</b> #1252	<b>DATE POSTED:</b> August 15, 2012
<b>LOCATION:</b> Office of Program Performance Legal Services Corporation 3333 K Street, NW Washington, D.C. 20007-3552	<b>EMPLOYMENT STATUS:</b> Regular Full-Time Non-Exempt	<b>POSITION REMAINS          OPEN UNTIL FILLED</b>
<b>CLASSIFICATION:</b> Band 2/Administrative		

**Overview:** Established by Congress in 1974, the Legal Services Corporation (LSC) is the country's single largest funder of civil legal aid for low-income Americans. LSC currently funds 134 independent, non-profit legal aid organizations with more than 900 offices throughout the nation. LSC's mission is to promote equal access to justice and provide grants for high-quality civil legal assistance. LSC currently has approximately 125 employees, all at a single location in Washington, D.C.

Under the general direction of the Director of the Office of Program Performance (OPP), the Web Content Manager: (1) assists OPP Program Counsel with the LSC Resource Information (LRI) website, a media-rich tool dedicated to showcasing innovative techniques and noteworthy practices in the legal services community; (2) develops content for the LRI website, designs and maintains the LRI website to keep it fresh and appealing, compiles material and drafts the LRI eNews Newsletter and assists in other LSC initiatives as assigned; and (3) assists programs to improve the delivery of legal services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Works independently to develop and write sharp and focused newsletter content, including summaries of website postings, for the Director's review prior to posting on the LRI website.

Follows up with staff and members of the legal services community to ensure that proposed internal and external summaries of website postings are complete and accurate.

Takes initiative to solicit relevant and timely content for the LRI website from the legal services community and from LSC staff.

Compiles material and drafts the LRI eNews Newsletter to be informative, insightful and relevant.

Reviews material and documents to ensure appropriateness and consults with the OPP Director or LRI Committee before disseminating in any form or placing it on the LRI website.

Updates and maintains the LRI website in accordance with OPP protocols and procedures.

Monitors LRI website activity and explores ways to increase traffic to the website.

Solicits information for conferences and workshops and develops appropriate materials.

Converts documents to electronic formats necessary for posting to the website.

Participates in OPP task forces as assigned to provide input and generate content for LRI.

Provides assistance on special projects as assigned by the OPP Director.

Performs other duties as assigned.

**CORE COMPETENCIES:**

*General:*

Must have excellent research and oral and written communication skills, and sound judgment; must be conscientious, disciplined, highly motivated, and able to work independently, as well as in groups and on teams; high degree of attention to detail; understanding of and commitment to organizational mission and goals, and ability to identify and understand trends that affect LSC, its grantees and their clients.

*Technical/Specialized:*

A Bachelor's degree and at least two years of experience, or an equivalent combination of education and experience totaling six (6) years. Must have strong word processing proficiency; experience with web design and/or development; knowledge of server-side scripting language (e.g. ASP or PHP) desirable.

**SALARY AND BENEFITS:**

Salary Range: \$52,493 - \$60,000 (including Locality Pay), depending upon qualifications and experience. Excellent benefits package.

**APPLICATION PROCEDURE:**

Submit a résumé, cover letter, and salary history to:

Legal Services Corporation  
Office of Human Resources (#1252)  
3333 K Street, NW, 3rd Floor  
Washington, DC 20007-3522  
Fax: 202.337.6383  
E-mail: [jobs@lsc.gov](mailto:jobs@lsc.gov)

Note: Electronic applications are preferred. If applying by e-mail, please include the job title and posting number in the subject line. If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571.

Applications will be considered on a rolling basis and the posting will remain open until filled.

**DIVERSITY STATEMENT:**

LSC embraces diversity as a core value. We recognize that our success as a corporation depends upon creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone.