



POSITION: Communications Coordinator

EMPLOYMENT DETAILS

- **Type:** Part-time (10 to 20 hrs per week)
- **Reports to:** President
- **Hourly Rate Range:** \$22 to \$27 per hour (DOE)
- **Apply to:** Katie Scott, President at kscott@carepartnerstexas.org

BRIEF DESCRIPTION OF RESPONSIBILITIES:

The Communications Coordinator is responsible for the coordination of external agency communications. Responsibilities include, but are not limited to, publications, newsletters, annual reports, websites, and informational and fundraising materials. Tasks also require managing agency social media channels and assistance with special projects.

JOB RESPONSIBILITIES:

- Create and produce content for the agency's Facebook, Twitter, LinkedIn, and Instagram pages
- Manage the agency's website, including branding and content updates.
- Coordinate the production of digital/print communication and marketing materials.
- Support agency leadership through the development of requested materials, such as annual impact reports and select board publications.
- Create and maintain a digital library of photographs, video, graphic designs, and program collateral.
- Compile data and analyze and reporting metrics.
- Provide writing and editing services for other communication projects as assigned.
- Perform other job-related duties as assigned.

REQUIREMENTS:

- An associate's/bachelor's degree in Communications, Public Relations, or Marketing is preferred OR one (1) to three (3) years of professional experience in journalism, speechwriting, media relations, or communications.
- Proficiency in MS Office
- Experience with Adobe Creative Suite & Canva
- Strong verbal and written communication skills
- Ability to work on a team and manage deadlines
- Demonstrated competence with a variety of social media channels, including Facebook, Twitter (X), Instagram, and LinkedIn
- Experience in editorial writing across a myriad of print and digital communication platforms, including social channels, mass email, online platforms, and promotional marketing and communications collateral.
- Preferred: Spanish fluency