

Job Description and Work Summary

Position: Communications Specialist, Work-Study
Accountable To: Operations Manager
Status: Part-Time, 12-15 hours per week



United Way of the Brazos Valley's work-study employees provide direct support to the organization's management team. You will serve in a nonprofit organization working to build stronger communities, while building professional skills that will equip you for immediate success in your career.

As the Communications Specialist, you will provide high-level support to the Operations Manager in the daily management of all UWBV communications, including social media, website and event planning.

Responsibilities include:

- Develop Communications Plans and Outlines for general messaging and all events, programs and projects. Work with the Management Team to ensure UWBV's priority activities are communicated appropriately.
- Manage and generate content, adhering to brand standards, to engage the community across multiple platforms including website, social media (Facebook, Instagram and LinkedIn), media communications and press releases.
- Attend community events with various management staff for photos and social media content.
- Ensure that United Way's commitment to diversity is represented, as appropriate, in all communications and that all publications are provided in accessible formats.
- Research and identify funding opportunities, develop and write grant proposals and manage grant applications, compliance and reporting.
- Assists with various tasks and projects as needed, contributing to a clean and organized work environment and ensuring smooth office operations

Qualifications and Prerequisites for Service

- College course work completed.
- Ability to work 12-15 hours per week between 8:30 a.m. and 5:00 p.m. Very limited evening and weekend hours.
- Motivated, self-starter with an interest in nonprofit marketing and communications.
- Attention to detail and ability to work independently and proactively.
- Knowledge of general computer programs (Microsoft 365), Hootsuite, WordPress and Canva preferred.
- Reliable transportation and the ability to attend committee meetings and United Way events, as necessary.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Sitting:				X
Climbing/Stooping/Kneeling:		X		
Lifting/Pushing/Pulling:	X			
Use of Hands for Feeling/Grasping:				X

Physical Dimensions: Low

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

United Way of the Brazos Valley is an Equal Opportunity Employer.