

NATIONAL SCHOOL CHAPLAIN ASSOCIATION

*Communications Specialist

Job Description

NSCA is seeking a candidate whose primary role is to manage the day-to-day content creation for the organization.

This is a full-time position hybrid position in which you will work part-time remotely as well as set office hours.

Responsibilities

- Create all content to use in digital, social, print, video, and audio and other media.
- Implement marketing calendar to ensure consistent digital presence on all platforms. Ensure accurate reporting of donor and chaplain engagement.
- Maintain media kit and school district implementation kit.
- Oversee all special campaigns and hardcopy mailings throughout the year for donor acquisition.
- Support Events Coordinator in content creation, program creation, scripts, and invitations for small- and large-scale events.
- Act as point of contact for Senior Chaplains Director in the collection of all testimonials domestically and internationally. Review and edit testimonials as needed.
- Manage texting platform and all text to give campaigns.
- Other duties may be directed by the NSCA leadership or Board of Directors

Education and Experience

- Associate' degree or higher in a marketing related field or 2-5 years of previous work experience in marketing, or non-profit org(s)

Qualifications

- Effective communication skills, including public speaking. Bi-Lingual, is a plus.
- Ability to work independently as well as with groups.
- Excellent grammar and word processing skills
- Extensive knowledge in marketing best practices
- The ability to manage multiple projects at once; strong ability to multitask.
- Effective problem-solving talents
- Proficiency in Microsoft Office suite (Excel, PowerPoint, Word) & Social Media platforms
- Exceptional communication skills, both written and verbal; and social

*This position is a **supported raised** role (not a direct-hire **job**), so the future employee must develop a team of partners who provide financially for his/her full salary and benefits. We provide training, resources, and coaching to help reach their financial support goals.