

**Family Eldercare
Communications Specialist
Job Description**



Job Title: Communications Specialist	Reports to: Development & Communications Specialist
Program: Development	Work Location: Hybrid (Rutherford Office/Remote)
Position Status - Full-time FLSA Classification - Non-Exempt	Salary Range - \$24.00/hour

The Communications Specialist is proficient in project management and is primarily responsible for 1. managing Family Eldercare websites, 2. maintaining digital accessibility standards, and 3. creating digital and print content for websites and events.

Essential Duties and Responsibilities:

- Be the main point of contact when working with website and accessibility consultants
- Manage timelines related to website and accessibility projects
- Manage timelines associated with digital asset and content creation projects
- Ensure website copy and digital assets reflect established talking points
- Manage Family Eldercare’s Main and three event websites
- Collaborate with designated colleagues to update website copy or images.
- Manage routine website accessibility tasks
- Follow our Brand Expression Guide to create website, digital, and print content
- Update banners, flyers, t-shirts, and other print designs for events
- Perform special projects as assigned

Competencies:

- Highly organized and highly proficient time management and project management skills
- Motivated by quality project outcomes
- Driven to meet or exceed goals and performance objectives
- Enjoys being creative
- Agility to swiftly change gears without advance notice
- Strong interpersonal skills, written, verbal, and nonverbal communication skills
- Detail oriented
- Respectful toward diversity of ideas and people
- Reliable and on time
- Confident with cloud-based technology

Education and/or Work Experience Requirements:

- Associate’s Degree; or equivalent combination of education and experience
- Project Management skills assessment completed
- Affintus job survey completed
- Proficiency in WordPress preferred
- Proficient or eager to learn Canva or other cloud-based graphic design platform
- Social service or nonprofit experience a plus
- Ability to pass a multi-state criminal history background check required

Working Conditions/Physical Requirements:

- Must be available to travel to Austin office with 24-hr notice and to attend fundraising events
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities with or without reasonable accommodations. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

Print Employee Name:

Employee signature:

Date: