

Job Description: Communications Specialist-Contract Position for Non-Profit Organization

Overview: We seek a dynamic and skilled Communications Professional to join The Texas Advocates team on a contract basis. This role will be pivotal in crafting and delivering compelling messaging to enhance our visibility, engage our community, and promote our mission. Texas Advocates is recognized as the leader in self-advocacy for Texans with intellectual and developmental disabilities (IDD). Texas Advocates fights to stop unfair treatment and advocate for more and better services and supports for people with disabilities to be included in their communities.

Responsibilities:

- Develop and implement a comprehensive communications strategy aligned with organizational goals.
- Create engaging content for various platforms including website, social media, newsletters, and press releases.
- Manage and maintain the organization's digital presence, ensuring content is current, relevant, and reflective of our mission.
- Monitor and analyze communication efforts to measure effectiveness and impact.
- Cultivate and maintain relationships with media contacts, facilitating media outreach and securing coverage.
- Collaborate with program managers and stakeholders to effectively communicate program achievements, events, and initiatives to the board and other stakeholders, including members and Local Chapters
- Support information sharing between Local Chapters, members, and Texas Advocates—through newsletters, announcements, updates, etc.
- Maintain and improve Texas Advocates' website and web presence.
- Provide guidance and support in crisis communication situations as needed.

Requirements:

- Proven experience in communications, public relations, or related fields.
- Excellent writing, editing, and proofreading skills with a keen attention to detail.
- Strong understanding of digital communications strategies and platforms.
- Ability to work independently, manage multiple projects simultaneously, and meet deadlines.
- Proficiency in Microsoft Office Suite, Google Suite, social media platforms, and content management systems.
- Experience with media relations and securing media coverage.
- Experience with plain language and/or willingness to learn various communication styles, specifically for individuals with IDD.

- Bachelor's degree in communications, public relations, journalism, or related field (preferred).

Preferred Qualifications:

- Experience working in a non-profit or mission-driven organization, specifically in advocacy or social service.
- Experience working with individuals with disabilities.
- Proficiency in Adobe Creative Suite, Canva, and web development programs, such as Zoho and WordPress.
- Familiarity with SEO best practices and Google Analytics.

Contract Details:

- This is a contract position with an expected duration of 40 weeks. A new contract may be negotiated at the conclusion of this contract.
- Compensation will be commensurate with experience and based on an hourly or project-based rate.
- The majority of the work is remote, with occasional in-person meetings as required.

Application Process: Interested candidates should submit a resume, portfolio of relevant work samples (social media posts, a marketing campaign, etc) and a cover letter outlining their qualifications and interest in the position to **info@texadvocates.org**.

Applications will be reviewed on a rolling basis until the position is filled.

Texas Advocates is committed to diversity and inclusion and encourages applications from individuals of all backgrounds.

Find more information about the organization at **texadvocates.org**
