



**Position Title:** Communications Associate

**Department:** Development

**Reports to:** Multimedia Communications Manager

**Position Status:** Part Time Employment Status, Non-Exempt, Non-Supervisory, 30+ hrs Benefit Eligibility

**Hourly Rate:** DOE \$17-\$20 and **Hours per Week:** 30hrs with a future possibility of increasing to 40 hrs per week upon mutual agreement

**Location:** Irvine, CA 92612

**Schedule:** Weekdays, M-F, between 8:00 am – 5:00 pm, with some flexibility in schedule, including some weekends and evenings as required by various events.

### **Position Overview:**

Our non-profit organization is currently searching for Communications Associate for our Foundation office located in Irvine, CA. This role reports to the Multimedia Communications Manager and requires interpersonal communication and a high degree of attention to detail as well as proven work experience in a fast-paced office environment. This positions primary focus will be on social media strategy including, content creation, campaign development, analyzation and marketing support. You will assist in the planning, creation and deployment of a variety of marketing strategies across our social media channels. The Communications Associate will work with closely their team in order to serve our mission and support our values. In this position, the employee will interface and collaborate with their peers and supervisors regularly.

### **Essential Functions:**

- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification.
- Create, edit, publish and share social media content (original text, images, photos or video) that builds meaningful connections and encourages community members to take action. Monitor social channels.
- Follow a regular social media-publishing schedule.
- Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information.
- Collaborate with the team and other departments to coordinate actions and contribute to the development of plans.
- Create, edit and publish graphics for web, print or other media.
- Support the team to create, edit and publish video content.
- Carry out consistent messaging, style, and branding throughout organization's collateral and various campaigns.
- Assists departments in the application of file management including filing systems, indexing, central records storage, retrieval, and disposition.
- Perform other reasonably related project or administrative support tasks as assigned by Multimedia Communications Manager, the Development Director or by the Executive Director.

### **Qualifications:**

- 2+ year's extensive experience with graphic design and graphic design software such as Adobe Illustrator, Photoshop, and InDesign.
- Strong familiarity with social media channels such as Facebook, Instagram, Twitter, and others.
- Proficient in Microsoft Office Suite.
- Able to read and write Spanish a plus but not required.
- Video editing and photography experience a plus but not required.
- Understanding of Autism preferred but not required.

### **Key Competencies:**

- Possess excellent verbal and written communication skills and competency to speak comfortably, answer questions and talk informatively.
- Service orientated with positive attitude who maintains a professional personal presence.
- Works patiently, professionally and cooperatively with excellent organizational skills and attention to detail.
- Highly motivated, independent worker who is deadline driven with the ability to multitask.
- Ability to handle a fast-paced environment and have flexibility in response to changing priorities.
- Must have a valid California's driver's license, current automobile insurance and pass background test.
- Must be able to lift 20 lbs.

### **About The Autism Community in Action (TACA)**

The Autism Community in Action (TACA) is a national nonprofit 501(c)(3) organization founded in 2000 by Glen and Lisa Ackerman with the mission to provide education, support and hope to families living with autism. Headquartered in Irvine, CA with staff and volunteers working across the country. TACA offers: Coffee Talks – free educational meetings, webinars, parent mentor program, an online Hope and Help support group, two annual National Autism Conferences hosted on the west and east coasts and a free 200-page Autism Journey Guide given to new families at events. TACA has a strong social media presence on Facebook, Instagram, Twitter and YouTube Channel. For more information visit [www.tacanow.org](http://www.tacanow.org).

To apply for this position:

Please email your resume, a portfolio or website link of your work and a brief description of *why* you feel you are the best candidate for this position to [heather.nelson@tacanow.org](mailto:heather.nelson@tacanow.org) and [susan.tordini@tacanow.org](mailto:susan.tordini@tacanow.org).