



Communications Associate

Communities In Schools recognizes and values the significant lived experience of our alumni. The **Achieve the Dream Fellowship (ADF)** is a multi-year program providing alumni of Communities In Schools of Central Texas with opportunities to develop their professional knowledge and skills through administrative work in a non-profit setting.

The **Communications Associate** will learn about communicating for internal and external stakeholders, marketing and PR in a non-profit setting. Tasks will vary, but the *Communications Associate* will create and post social media content, write newsletter stories and press releases, and may participate in marketing strategy meetings, contribute to communications campaign ideas, and perform office administration duties. After completing your fellowship, you will have references for your resume and the qualifications needed to move into a career in communications.

Qualifications:

- The ideal candidate will have an interest in communication and marketing, and a willingness to learn on the job while helping with a range of projects.
- Successful candidates will be flexible and eager to learn.

Preferred Experience & Skills:

- Experience with social media
- Experience with or interest in graphic design, photography and video editing, writing and website design
- Ability to work with diverse people, communities, and cultures
- Bilingual fluency

Detailed training will be provided for the following primary responsibilities:

- Generating and posting social media content
- Writing newsletter stories
- Writing press releases and making media pitches
- Designing newsletters
- Managing and updating email contact lists
- Assisting with graphic design, layout, and photography
- Administrative responsibilities supporting communication projects and requests

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