

<b>Job Title</b>	Communications Assistant (Temporary – 1099)
<b>Employer/ Agency</b>	Clinic Access Support Network
<b>Job Description</b>	<p>The Communications Assistant will play a central role in daily and fundraising communications in concert with CASN’s volunteer social media team. This position is up to 25 hours per week for 3 months, with a potential option for an extension. This role will consist of content creation for various social media platforms, communicating with CASN supporters through our quarterly newsletter, and amplifying fundraising campaigns. This is a remote role with a predominantly volunteer organization; self-direction, collaboration, and values alignment are crucial. This position will require occasional work on evenings or weekends to allow collaboration with the Board of Directors. This position may require in-person attendance at meetings or events in the future, therefore, applicants must reside in Texas, preferably the Houston area. The list of responsibilities and requirements are below. <a href="https://www.clinicaccess.org/about-us">https://www.clinicaccess.org/about-us</a></p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Responsible for daily social media accounts reviews and responses</li> <li>• Like and respond to posts that we are tagged in</li> <li>• Comment on our sibling orgs’ posts</li> <li>• Responsible for creating content for all social media accounts, coordinating posts with volunteers, and posting to all social media accounts weekly in collaboration with the social media team</li> <li>• Create and set up welcome email series for new donors and sustaining donors</li> <li>• Create and distribute monthly fundraising emails</li> <li>• Weekly emails during fundraising seasons</li> <li>• Fund-a-thon - March-April, 2022</li> <li>• Responsible for keeping the social media calendar updated</li> <li>• Attend monthly social media meetings</li> <li>• Providing monthly social media analytics reports to social media team</li> <li>• Review, interpret, and make recommendations based on fundraising analytics from EveryAction to the social media team</li> <li>• Create and draft our quarterly newsletter, including content and graphics</li> <li>• Responsible for troubleshooting social media and communications tech/app related issues</li> <li>• Responsible for creating and posting banked social media content</li> <li>• Severe weather posts</li> <li>• Holiday posts</li> <li>• We are closed for</li> <li>• Other pre-prepared materials as applicable</li> <li>• Occasional attendance of weekend meetings may be requested.</li> <li>• Other responsibilities as needed</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 1-2 years of communications experience required, preferably with public policy or non-profit work</li> <li>• Strong oral and written communications skills</li> <li>• Strong proofreading and editing skills</li> <li>• Experience working with volunteers</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of non-profit rules and regulations related to writing, speaking, or posting on behalf of a 501c3 non-profit</li> <li>• Familiarity with framework of Reproductive Justice and the abortion access landscape in Texas</li> <li>• Organized, self-motivated, creative, ability to multitask, and detail-oriented</li> <li>• Ability to work independently and as part of a team</li> <li>• Experience with EveryAction, Google Suite, Facebook, Twitter, Instagram, Canva</li> <li>• Equal Opportunity Statement</li> <li>• CASN is an equal opportunity employer and does not discriminate against employees or applicants for employment on the basis of an individual's race, color, gender, sexual orientation, gender identity, religion, sex (including pregnancy and childbirth), national origin, age, disability, genetic information, marital status, family care status, HIV status, medical condition, political activity or affiliation, status as a victim of domestic violence, assault, or stalking, veteran status, LGBT status or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.</li> <li>• Whenever possible, the organization makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. An employee who would like to request a reasonable accommodation should contact their supervisor.</li> <li>• Written and spoken Spanish language fluency strongly preferred</li> </ul>
<b>Salary/Hours</b>	\$22/hr
<b>Address</b>	9337 Katy Fwy Ste B PMB 8018
<b>City, State, Zip</b>	Houston, TX 77024
<b>Contact Person</b>	Beth Donnan – CASN Christine Kim – Nonprofit HR (Consultant)
<b>Email Address</b>	<a href="mailto:beth@clinicaccess.org">beth@clinicaccess.org</a> <a href="mailto:ckim@nonprofithr.com">ckim@nonprofithr.com</a>
<b>Application Method</b>	APPLY AT THIS LINK: <a href="https://jobs.gusto.com/postings/clinic-access-support-network-communications-assistant-temporary-1099-88ef1827-400f-4d09-8ec8-1898bc85a0d3">https://jobs.gusto.com/postings/clinic-access-support-network-communications-assistant-temporary-1099-88ef1827-400f-4d09-8ec8-1898bc85a0d3</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.