



Communications Specialist

Job Description: This part-time position will work a flexible 20-25 hours per week to develop, implement, and evaluate all communications and marketing efforts of the Legacy Foundation and its Programs (Ottumwa Leadership Academy, Ottumwa Welcome & Connect Service) by executing the following:

- Tell the story of the Legacy Foundation and Programs by developing and implementing all internal and external communications strategy including creation of content and copy for websites, social media, newsletters, press releases, and public communications.
- Develop and design website and social media graphics, data-based infographics, posters, brochures, slide decks, presentations, and other collateral materials to support communication strategies.
- Create taglines, logos, and marketing strategies for new programs and projects.
- Ensure brand consistency in voice and visual presentation across Foundation and Programs.
- Analyze and make data driven marketing decisions-based website and social media statistics for Foundation and Programs.
- Maintain Legacy Foundation and Program websites.
- Photograph Foundation and Program grantees, scholars, and events.

Minimum Requirements:

- Associates degree in a related field, or equivalent experience
- Knowledge of, and practical application experience with, Canva or Adobe products, website maintenance, social media platforms, and media relations
- Excellent grammar, composition, and proofreading skills

Reports to: Legacy Foundation President/CEO

Hours and Compensation:

- 20-25 hours per week with autonomous and flexible hybrid work schedule
- Hourly rate to commensurate with skills and experience

Interested candidates should send the following required documents:

- Resume
- Cover letter including the following supporting materials:
 - One example demonstrating your proficiency in graphic design.
 - One example demonstrating your proficiency in social media content creation.
 - One example of a website you have created and/or managed.

Submit questions and application materials electronically to Heather Larson, hlarson@ottumwalegacy.org by 5:00 p.m. June 16, 2022.