



### **Outreach & Communication Specialist**

**20 hrs. per week non-exempt, hourly. Paid holidays, vacation and sick leave.**

**Flexible schedule. Mix of in person and remote work.**

**\$26-\$29 per hour DOE**

**Spirit of Youth** is dedicated to creating, promoting and recognizing youth involvement in communities across Alaska.

**Position Overview:** The Outreach & Communication Specialist is responsible for organization-wide outreach, including marketing and communications.

#### **ESSENTIAL FUNCTIONS**

- Support successful advancement of Spirit of Youth's mission to create, promote and recognize youth involvement in communities across Alaska.
- Maintain organization's websites including regularly posting and working to improve functionality and efficiency.
- Monitor and develop content for and maintain multiple social media sites including Facebook, Twitter and Instagram.
- Design graphics and promotional materials.
- Program promotion through email, phone, exhibitor booths etc.
- Create & distribute press releases.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**Requirements:** Bachelors Degree or equivalent experience in communications, public relations, journalism, media or related field. Superior writing and editing skills. Excellent time-management and organizational skills. Ability to work independently.

**Preferred:** Experience with WordPress, Mailchimp, and Canva.

**Location:** 203 W 15th Ave. Suite 103, Anchorage, AK