



Outreach & Communication Manager

20 hrs. per week non-exempt, hourly. Paid holidays 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 Manager is responsible for organizational 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.