

Job Description

Job Title: Strategic Communication Specialist

Job Type: Internship or Part-time Employment

Description of Company:

At New Chapter Coaching, we believe that when our nonprofit organizations thrive, our communities thrive; fewer people go homeless, fewer people go hungry, and fewer people go without work. That's why we've dedicated ourselves to leveraging our strengths to help nonprofits and other social change organizations achieve their goals. Our leadership and organizational development services – coaching, training, and consulting – help nonprofits to make a difference – to improve the quality of lives and communities across Missouri and beyond; that, we think, is a pretty great reason to get out of bed every morning.

New Chapter Coaching is a small, woman-owned business centrally located in Columbia. We are well respected in our industry and active in our community. We have grown exponentially every year since being founded in 2008 and more growth is expected in the year ahead.

We're looking for a professional to join our team. If you share a passion for serving others and want to be a part of our smart, high-energy, and dedicated team of professionals, read on.

At New Chapter Coaching, we know how to create wins and we're looking to create a winning association with one talented individual; a collaboration where New Chapter Coaching will provide the compensation and regular opportunities to share, stretch, and succeed in a real world environment in return for the individual delivering her/his best work.

Job/Strategic Communication Specialist Description:

This is a paid position that can either be fashioned as an internship or part-time employment. The ideal candidate will be able to work 10+ hours a week. Intern candidates must be willing to commit to working through the summer of 2022, though there is a possibility this time frame could be extended. The Strategic Communication Specialist/Intern will work directly with the Associate to achieve the following primary duties:

1. Implement elements of our marketing plan to promote our core programs and services
2. Work with Associate to plan and promote a virtual conference for nonprofit leaders
3. Work with Associate to produce our 8th annual Make It Happen social media campaign highlighting the work of nonprofit leaders
4. Work with Associate to produce our weekly Make It Happen Monday newsletter
5. Maintain company's social media presence on Facebook and Instagram
6. Work with Associate to implement microlearning series

Wage/Salary: \$15 per hour

Preferred Qualifications:

- Preference will be given to applicants pursuing an undergraduate degree
- Cumulative 3.0 GPA or higher
- Significant knowledge of or experience working in the nonprofit sector
- Interest in marketing

Required Skills:

- Dependability
- Ability to work independently
- Familiarity with online social media platforms including Zoom, Facebook, and Instagram
- Familiarity and/or commitment to learn online software necessary to develop marketing materials, host a virtual conference, and perform other marketing-related job duties

Preferred Personal Attitude/Qualities:

- Commitment to continuous learning and professional development
- Positive attitude
- High-energy
- Professional presentation
- Trustworthy

Interested Parties Should Apply To: Olivia@NewChapterCoach.com

Applications MUST include the following: cover letter and resume. *Applications submitted without a cover letter will not be considered.*

**For more information about New Chapter Coaching:
www.newchaptercoach.com**

*Candidates will be considered on a rolling basis.
The position will close when the appropriate candidate is hired.*