



2005 Longest Ave, 2nd Floor, Louisville, KY 40204
502.694.1979 ■ www.NextStepUS.org



Marketing and Communications Assistant

Job Posting

At Next Step, we believe in promoting the use of affordable, sustainable and energy-efficient factory-built homes – creating affordable housing solutions in communities and expanding homeownership opportunities.

Next Step® Network, Inc. is a 501(c)(3) nonprofit organization mobilizing a national network of mission-driven nonprofits, leaders in the manufactured housing industry and lending institutions serving home buyers and homeowners in their communities. Next Step's system – Manufactured Housing Done Right® – connects responsible financing, comprehensive homebuyer education and delivery of high-quality, ENERGY STAR® manufactured homes at scale, creating a model that brings more value to the customer.

We seek a **Marketing and Communications Assistant** to assist in the development and execution of marketing and communications as a function of Next Step. This position reports to the Marketing and Communications Manager.

Job Responsibilities:

- Assist in the development of a strategic communications that advance Next Step's brand identity, broaden awareness of its programs and priorities, and increase the visibility of its programs across key stakeholder audiences.
- Take the lead in developing social media content and managing Next Step's social media platforms.
- Assist in drafting, editing and managing written articles (e.g. blog posts, press releases, case studies, etc.).
- Assist in managing online/digital advertising and campaigns.
- Assist in data entry and data management as it relates to key programmatic activities.
- Assist in technical implementation of any Next Step e-communications (e.g. member communications).
- Manage organization of marketing and communications digital and print files
- Work with vendors to help execute project deliverables as they relate to marketing and communications functions.
- Support logistics for key meetings, events and conferences.
- Assist in the compilation of research related to Next Step and/or the manufactured housing industry.
- Conduct photography and videography work as needed.

Qualifications:

- A Bachelor's degree in marketing, advertising, journalism, communications or a related field or equivalent work experience is required.
- Must have excellent verbal, written and interpersonal communication skills.
- Must possess strong communication skills and experience copywriting and editing.
- Must have entrepreneurial, strong problem-solving, and creative thinking skills.
- Must be able to work on a tight deadline to deliver high quality work product.
- Must be able to work on a team that uses collaborative and transparent web-based work platforms.
- Experience with website development/management a plus.
- Experience with design software (e.g. The Adobe Suite) a plus.
- Willingness to travel domestically as needed.

Candidates must be able to work from our headquarters in Louisville, Kentucky, or able to telework from the Dallas, Texas, or Washington, D.C., metro areas.

Next Step® Network, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Application:

To apply, please submit a cover letter, your resume, two writing samples and three references to Grant Beck, Marketing and Communications Manager, at g.beck@nextstepus.org.