



1335 Bardstown Road
#116
Louisville, KY 40204
(502) 694-1976
info@nextstepus.org

Next Step Network

Communications Specialist

Next Step is looking for a highly motivated creative seeking an entry-level, career-building position in the communications and marketing field. You might just be the person we need if you can demonstrate communications and marketing knowledge; have a reputation for being exceptional at organizing and prioritizing work; possess strong verbal and written communication skills; have an ability to prioritize time; demonstrate a sense of urgency and understand the value of providing engaging creative content.

General Purpose

The Communications Specialist is an entry-level, career-building position supporting the VP of Strategic Partnerships to manage internal and external communication initiatives and brand visibility, as well as support the entire Next Step team with broader communications needs.

This position is remote/virtual and reports directly to the VP of Strategic Partnerships. It is a part-time, temporary position of 32/week. There may be an opportunity to renew for an additional six months, based on the organizational needs and the candidate's desires. We seek a highly motivated candidate who is technologically adept with various creative platforms.

Job Responsibilities

- Draft, edit, and manage written articles, blog posts, press releases, case studies, etc.
- Develop and manage social media content platforms.
- Assist in executing the organization's strategic communications plan to advance brand identity and visibility while raising awareness of the Next Step mission and vision.
- Assist in writing and editing board, funder, and stakeholder reports.
- Work with consultants/vendors to develop brochures, marketing, and educational materials, both print and digital.
- Manage and keep collateral organized and updated: photos, publications, brands, logos, and service marks.
- Supports and executes digital fundraising campaigns.
- Organize and support team for key meetings, agendas, travel, events, and conferences.
- Provide photography and videography as needed.



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- Other duties assigned by management.

General Qualifications

- Advanced Microsoft Office skills, including Excel, Word, PowerPoint, and Outlook.
- Social media management skills, Facebook, Instagram, and Twitter, Sprout Social preferred.
- Ability to create content, written and graphic. Experience with design software is a plus.
- Ability to keep and maintain confidential and secure record information.
- Ability to communicate both orally and in writing; proofing of emails and documents required; accuracy and grammar skills are vital.
- Embodies a positive attitude and a “get it done” approach to work and tasks.
- Desire to work in a dynamic environment, have self-starter initiative, and have a sense of responsibility.
- Ability to learn new skills quickly.

Education and Experience

- A Bachelor’s degree in marketing, journalism, or communications, or a related field.
- Experience in a work-from-home environment is a plus.

To Apply

To apply, please email your resume and letter of interest to s.trent@nextstepus.org. We will begin accepting applications on July 1, 2022, and will continue to receive them until the position has been filled. Only those candidates selected for an interview will be contacted.