



JOB TITLE:	Communications Associate	DEPARTMENT/GROUP:	Finance/Administration
		REPORTS TO:	Business Intelligence Analyst
LOCATION:	Albuquerque, NM	POSITION TYPE:	Part-Time (20 hours, hybrid)
LEVEL/SALARY RANGE:	\$14,000 - \$15,000	DATE POSTED:	02/01/23
CONTACT:	centrosavilajobs@centrosavila.com	END DATE:	03/01/23

JOB DESCRIPTION:

ROLE AND RESPONSIBILITIES

Centro Sávilá is seeking a Communications Associate who is responsible for maintaining active engagement via various communications platforms including but not limited to social media platforms, email platforms and print communications. The Communications Associate will design, create and publish relevant content for all of Centro Sávilá’s social media platforms, ensuring these platforms are maintaining daily engagement with followers, while keeping in mind Centro Sávilá’s brand, mission and vision. Additionally, they will analyze available social media platform data and create a strategic action plan to increase follower engagement and interactions. Communications Associate will collaborate with partner organizations on social media campaigns. Under the supervision of the Business Intelligence Analyst and in conjunction with the Clinical and Case Management Supervisors at Centro Sávilá the Communications Associate will be responsible for:

- Social Media Platforms
 - Ensuring daily content and engagement with audience across the various social media platforms
 - Collaborate with the Business Intelligence Analyst to create and implement annual communications strategy
 - Produce weekly and monthly reports to analyze follower engagement and modify strategy accordingly
 - Create and implement weekly/monthly and
- Print & Email Communications
 - Plan, design and create monthly newsletter interactions that align with annual communications strategy
 - Gather necessary stories, information, photographs, statements, and marketing release forms
 - Self-directed collaboration with other agency departments to gather necessary content for newsletter interactions
 - Simple website updates and enhancements as needed. Training and support for website will be provided and no prior experience in web design is needed
- Other duties as assigned

The candidate will support management, supervisory and leadership teams to achieve annual communications strategy goals that influences overall external engagement with the organization that affects current and future clients, donors, funders and employees. Additionally, they will work closely with the Business Intelligence Analyst to enhance communications efficiency by streamlining content creation and scheduling.

QUALIFICATIONS AND REQUIREMENTS

Minimum Qualifications

- Must be willing to learn how to use various content creation platforms such as Canva, Meta Business Suite and MailChimp.
- Must be willing to participate in trainings required for the position, both internal and external.
- Clear understanding of confidentiality and strong sense of professionalism.
- Must have a desire to work in a community-driven setting.

Preferred Qualifications

- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent written and verbal communication skills.
- Attention to detail and problem-solving skills and strong organizational and planning skills.
- Bilingual (Spanish/English) preferred.

**COVER LETTER AND
RESUME**

Submit cover letter and resume to centrosavilajobs@centrosavila.com